

# T:BUC Camps Programme 2024 / 2025

## Terms and Conditions for the use of T:BUC Funding

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# 1. Introduction

This document outlines the terms and conditions for the use of T:BUC Camps funding managed by the Education Authority on behalf of the Executive Office for voluntary and statutory youth organisations

All organisations are required to follow the terms and conditions outlined in this guidance when spending or using Education Authority funds in line with the requirements of their successful T:BUC Camps Application.

The Education Authority reserves the right to withhold any or all of the payments and/or require the unit to repay part or all of the funding, if, in the opinion of the Education Authority, there is substantial or material change in the nature, scale or timing of the programme, or if the funding is used for purposes other than those specified.

**The Closing date for completed applications is Friday 9th February 2024 at 4pm**

**ALL APPLICATIONS ARE MADE SUBJECT TO FUNDING**

# 2. Funding Headings Explained

## Staffing and Salaries

Funding provided under the heading of staffing and salaries can be used to pay staff to deliver the agreed T:BUC Camps Programme, including full-time and part-time staff.

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.

The new 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 contractor 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 at verification on expenditure being disallowed.

## Programme Costs

Funding provided under programme costs can only be used to deliver the agreed programme plan.

This is to cover costs such as:

- Transport Costs
- Accreditation Costs
- Food and Refreshments for the programme or event (not at a profit to children and young people and underpinned by healthy eating)
- Programme materials linked to the activity
- Entrance Fees/Activity Costs Associated with the programme
- Residential Costs
- Hire of Premises for events or programmes
- Printing Costs for Materials Associated with the programme

Programme costs cannot be used to:

- Fund tuck shops
- Payment of OR contribution to Membership Fees either internal or external to the organisation

Any proposals to use this funding outside the areas noted above should be not proceed without prior written approval.



## 3. Funding Restrictions

**Capital Cost Items May Not be purchased, this includes:**

- Information Communication Technology (ICT) equipment costing **£201** or more per item
- Computer Software or Software Licensing (Intangibles) costing **£1,001** or more per item/licence
- Equipment costing **£1,001** or more per item

Information Communication Technology Equipment

This is items defined as:

- Computers (Desktop or Laptop)
- 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

Computer Software or Software Licensing

This is items defined as:

- Subscriptions to software
- Purchase of perpetual licensed software
- Purchase of subscriptions to online services

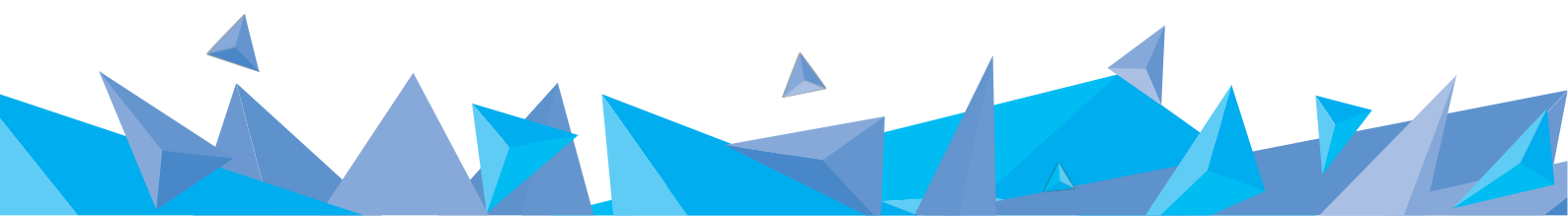
Equipment

This is items defined as:

- Audio Visual Equipment such as Cameras, Camcorders, Data Projectors, Lights and all accessories associated with such equipment
- Sports and leisure equipment
- Furniture and Fittings

In additional to Capital Cost restrictions the funding provided can not be used for the following items:

- Redundancy Payments
- Legal Fees or Costs
- Consultancy Services or Fees, either 3rd party or from within the organisation
- Payment of or Contribution to Membership fees with internal or external organisations either for staff or on the behalf of children and young people
- Repairs to Furniture or Equipment or Fixed Plant Equipment
- Building Maintenance Works or Repairs
- Donations and/or Gifts and/or **Gift Cards**



- Bursaries or requests from individuals
- Travel outside UK and Ireland
- Services for which a proper invoice/receipt is not issued
- Clothing items, except where it is equipment and material essential to the delivery of good relations elements in project (**Hoodies may be provided to all successful groups as part of their award**)
- Staff/ Facilitator/Tutor fees above the rates set out at **Appendix 1**
- Items not specified on the Application Form
- Expenditure over and above the limits in the Letter of Offer

## 4. Funding Re-profiling Process

Organisations can request to reprofile their funding across the two headings outlined in the scheme.

Organisations will be required to provide a clear rationale for the changes which can only be considered within the context of the terms and conditions of funding as outlined in this document

Organisations will be required to provide the following information when making a re-profiling request:

- Organisation Name (as it is on your application)
- Application ID Number (that relates to the request)
- Start Date of Programme
- End Date of Programme
- Main Contact for Request
- Main Contact Email
- Main Contact Telephone
- Areas you wish to reprofile
- Original Award Value for relevant headings
- Proposed new award values for the relevant headings
- Rationale for request reprofile

Reprofile requests will only be considered up until 28 days before the end date of the funding

Reprofile requests will only be considered on a maximum of two occasions per annum, any requests made outside this timeframe or in excess of two times per annum will not be considered.

All reprofiling requests are subject to Education Authority approval and as such organisations should not spend additional funding proposed as part of any request made until form approval is given by email from an Education Authority representative

The Online form can be accessed from a link provided on the Education Authority Funding Website ([www.eanifunding.org.uk](http://www.eanifunding.org.uk))

## Unspent Funding

All funding not spent under the scheme reported through your income and expenditure returns at the end of the programme must be returned to the Education Authority.

## Receipts and Vouching

Depending on the total level of funding organisations receive, you will be required to comply with the receipting and vouching process outlined below.

TOTAL Annual Funding Award	Level of Receipting and Vouching
Up to £2,999 Per Annum	<ul style="list-style-type: none"> <li>Income and Expenditure Report</li> <li>Original receipts/Invoices &amp; Statements</li> </ul>
£3,000 to £29,999	<ul style="list-style-type: none"> <li>Income and Expenditure Report</li> <li>Original receipts/Invoices &amp; Statements</li> </ul>
£30,000 or More Per Annum	<ul style="list-style-type: none"> <li>Income and Expenditure Report</li> <li>Original receipts/Invoices &amp; Statements</li> <li>Financial Verification Visit</li> </ul>

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

## 5. Match Funding

Camps are required to provide match funding to the equivalent of £10 per participant, which it is encouraged can be achieved by fundraising efforts. However, it may take the form of individual contributions, donations, or cash reserves.

**Camps should not request more than £10 per participant.** The match funding is to be used to supplement and add value to a camp.

## 6. Hire of Own Premises

Groups are expected to seek best value for money when hiring premises for projects. Specialist venues used may incur higher costs and applicants must include a rationale for use, which will be reviewed by EA T:BUC team for approval.

Costs for using own facilities, or internal charges within an organisation (notional costs), for example, internal room hire, pitches, theatre spaces and so on, if normally used for commercial activity (in other words, hired at a charge to outside organisations) may be funded. If funding is provided, it's at a rate lower than charged to the general public, i.e. not more than £20 per hour

## 7. Support and Further Information

Please visit the Education Authority Youth Service TBUC Support Section for more information and guidance at [www.eanifunding.org.uk/tbuc](http://www.eanifunding.org.uk/tbuc)  
Email: [tbuc@eani.org.uk](mailto:tbuc@eani.org.uk)





## Appendix 1 – Conditions relating to Staff Costs Education Authority registered groups - Rates of Pay

Where a youth group is registered with the Education Authority, the current agreed rates of payroll will apply

The Education Authority will pay only these rates unless the employee is already in post and receiving payment for the same type of work.

### **Non-Education Authority registered groups - Rates of Pay**

All camps programme may have one camp leader and a number of camp assistants to aid in the successful delivery of the programme. A rationale must be provided for a higher number of staff than the ratios

The employer will be responsible for the balance of the employee's fee, including tax and National Insurance, should the employer agree a higher fee.

### **Employment of sessional tutors and facilitators**

In addition to the above rates of pay, consideration will be given to the payment of up to £17.60 per hour for employment of appropriately qualified sessional tutors and facilitators e.g. (professionally qualified youth workers, coaches and tutors). Proof of qualification to qualify for the higher pay rate must be provided. Specialist can only be employed for face to face work with young people. The scheme does not cover prep time.

Sessional outdoor education instructors must be currently qualified and validated, by the relevant National Governing Body (NGB) to carry out the activity they are offering within the safety parameters laid down by that Body. If in doubt about qualifications required, ratios or currency of the applicant's qualifications, please contact the relevant Body through the Sports Council NI web site on the link below:

<http://www.sportni.net/performance/governing-bodies/>

### **Employment of Specialists**

It is recognised that some groups may wish to employ the services of specialists to support the delivery of particular element(s) of the programme.

Applicants must fully demonstrate that the work of the specialist is critical to the delivery of the project and contributes significantly to the **good relations element** of the programme at the appropriate section of the Application Form.

Specialist can only be employed for face to face work with young people.

**Up to £35 per hour** may be approved to contribute to the cost of specialist good relations support. The work of the specialist must be shown to comprise **no more than 10% of the total cost of the project.**

The Assessment Panel will consider each request for specialist support in terms of its value for money in line with rationale provided by applicant.

The T:BUC Camps Programme is keen to ensure the inclusion of young people who may face additional barriers in their life due to their disability, race, etc. and that their participation is fully supported in T:BUC Programmes. If it is essential to the operation of your programme, please include sign language and other interpreters' costs in your staffing allowance.

### **General Staff Costs**

The matter of whether an individual is an employee or self-employed is one which affects both income tax and National Insurance. Consequently, it is important to know which heading a specific job falls under.

People who have been engaged to perform a specific piece/s of work in a school, library, youth club etc. must obtain and provide a written approval from the Inland Revenue, granting self-employment status for the particular employment. Examples of such work would include the provision of lessons on traditional music or dancing, storytelling, coaching sports or the provision of IT advice and support.

***The Education Authority will not make a payment or reimburse projects for services without the approval document from HMRC.***

### **Management/Administration Time**

Funding may be claimed for staff carrying out Management /administrative activities in relation to a Maximum of 10% of overall budget allocation per band (Eg Band 1 Mini Camp Total allocation £3750 @ 10% =£375 Therefore total funding of £3,750 equates to £375 (management fee) and £3,375 (programme costs) or Band 3 Grand Camp Total allocation £15,000 @ 10% = £1,500 (management fee) and £13,500 (programme costs)

Management fee can be used solely for the management costs associated with the T:BUC camps programme, to include:

- Staffing (Hours for the management of the programme)
- Rented accommodation OR contribution to the rent for the Delivery of Services
- Administration e.g., stationery, postage, telephone, mobile
- Photocopying costs

### **Schools Staffing**

The TBUC Camps programme cannot fund substitute staff nor for staffing costs during normal curriculum time as this would constitute double fundi



## Appendix 2 - Assessment and Awards Process

<b>Name of Group:</b>		<b>Assessment Date:</b>	
<b>Eligibility Criteria</b>			
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 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
<b>Scoring Guidance</b>			
<b>Our Children and Young people (weighted score of 5)</b>			
<b>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)</b>			
<b>Score</b>	<b>Scoring Criteria</b>	<b>Score Given (0-20)</b>	<b>Total score (= score x weighted score)</b>
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			
<b>Our Children and Young people (weighted score of 5)</b>			
<b>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.</b>			
<b>Score</b>	<b>Scoring Criteria</b>	<b>Score Given (0-20)</b>	<b>Total score (= score x weighted score)</b>
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)			
<b>The project encourages and facilitates positive attitudinal change towards people from different backgrounds</b>			
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)			
<b>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)</b>			
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)			
<b>The project offers value for money</b>			
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"> <li>If the application is recommended for funding subject to certain conditions, please list the conditions that apply.</li> </ul>			

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:



## Appendix 3 - District Council, Assembly Areas & Postcodes

<b>District Councils</b>
Antrim and Newtownabbey Borough Council
Ards and North Down Borough Council
Armagh City, Banbridge and Craigavon Borough Council
Belfast City Council
Causeway Coast and Glens District Council
Derry City and Strabane District Council
Fermanagh and Omagh District Council
Lisburn and Castlereagh City Council
Mid and East Antrim Borough Council
Mid Ulster District Council
Newry, Mourne and Down District Council
<b>Assembly Area/Parliamentary Constituency</b>
Belfast East
Belfast North
Belfast South
Belfast West
East Antrim
East Londonderry
Fermanagh & South Tyrone
Foyle
Lagan Valley
Mid Ulster
Newry & Armagh
North Antrim
North Down
South Antrim
South Down
Strangford
Upper Bann
West Tyrone

## Appendix 3 - District Council, Assembly Areas &amp; Postcodes

Postcodes		
Postcodes BT1 - BT3	Postcodes BT4 - BT6	Postcodes BT7 - BT9
BT1	BT4	BT7
BT10	BT40	BT70
BT11	BT41	BT71
BT12	BT42	BT74
BT13	BT43	BT75
BT14	BT44	BT76
BT15	BT45	BT77
BT16	BT46	BT78
BT17	BT47	BT79
BT18	BT48	BT8
BT19	BT49	BT80
BT2	BT5	BT81
BT20	BT51	BT82
BT21	BT52	BT9
BT22	BT53	BT92
BT23	BT54	BT93
BT24	BT55	BT94
BT25	BT56	BT99
BT26	BT57	
BT27	BT6	
BT28	BT60	
BT29	BT61	
BT3	BT62	
BT30	BT63	
BT31	BT64	
BT32	BT65	
BT33	BT66	
BT34	BT67	
BT35	BT68	
BT36	BT69	
BT37		
BT38		
BT39		