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1. GUIDANCE AND INFORMATION LINKS

All applicant Organisations should read the guidance notes regarding applying for the EA Funding Schemes for Regional and Local Voluntary Youth Organisations below completing an application. Outlined below are links to this information.

1. [Guidance Notes for Applicants](#)
2. [Application Assessment Criteria](#)
3. [Terms and Conditions of EA Youth Service Funding for Voluntary Youth Organisations](#)
4. [Moderation and Monitoring of EA Funded Voluntary Youth Organisations](#)
5. [Financial Verification of EA Funded Voluntary Youth Organisations](#)
6. [Use of the Education Authority Logo for EA Funded Voluntary Youth Organisations](#)

2. FUNDING PERIOD

| | |
|-------------------|-----------------------------|
| Start Date | 1 st May 2024 |
| End Date | 31 st March 2025 |

3. TARGETED DELIVERY AREAS

Assessment of application responses will be based in the context of delivery for the following target areas

| EA Locality Areas | Council Areas |
|-------------------|---------------|
| Regionwide | |

4. MAXIMUM AVAILABLE AWARD

| | |
|---|---------|
| Max Available for the <u>full funding period</u> of this funding opportunity | £48,478 |
| Max Available Award Year 1 (2024-2025) | £48,478 |

5. ESSENTIAL CRITERIA

All applicant organisations must first pass the following criteria for their application. Applications who fail to meet the minimum grades outlined will NOT be assessed by panels.

| Criterion | Minimum Grade Required |
|---|---|
| Declaration and upload on your application that your organisation has suitable tenure and premises in place at the point of application, which include appropriate insurance, health and safety arrangements. | Required Evidence Provided |
| (If applicable) Letters of Support outlining the contribution of all joint applicants provided | Letter of support per joint application provided (Signed & Dated) |
| Safeguarding and Child Protection Policies that meet the requirements outlined for the scheme (see requirements here) | All required areas covered in Policy |
| Organisation Governance Arrangements in place to meet the requirements of Bonafede status (see requirements here) | All required areas of governance covered in documentation |
| Application costs do not exceed the Maximum available award and per annum values outlined for this funding opportunity | Figures are equal to or less than the Maximum available award in line with per annum values |

6. APPLICATION ASSESSMENT CRITERIA

Applications which meet the above Essential Criteria will be evaluated by panels and scores weighted as outlined below. Applicant organisations are required to meet the minimum marks in ALL AREAS to be considered for

| Criterion | Weighting | Available Marks | Minimum Marks Required |
|--|-------------|-----------------|------------------------|
| Stakeholder Engagement and Assessment of Need Response | 20% | 200 | 50 |
| Proven Successful Track Record Response | 30% | 300 | 100 |
| Quality Assurance and Successful Delivery of Funding Opportunity Plan Response | 40% | 400 | 150 |
| Budget (see cost scoring methodology) | 10% | 100 | N/A |
| Total | 100% | 1000 | |

7.COST SCORING METHODOLOGY

Costs will be evaluated on the basis using the figures provided in the application questions by all organisations to this this particular funding opportunity. Marks will be awarded using the **Lowest Price Methodology**.

In this methodology the lowest total cost scores **full marks** (100 marks) and the lowest total cost is divided by each of the other applications to this funding opportunity and multiplied by the marks available (100). The actual score therefore will be determined by the applicant organisations cost's distance from the lowest applicant organisations total cost. The cost is to include the following only;

- **Staff Salaries**
- **Programme Development**
- **Overheads**

These costs must be included on your application form where you are instructed to do so. **All assessment panel members will not have access to your costs or total marks awarded for cost.**

Applicants or Organisations who provide budget figures for funding opportunity in response to their application questions in will not be considered for assessment by panel.

Applicants will be required to submit a detailed budget breakdown using the template provided. You must submit your original Excel Spreadsheet and not a PDF Version or other file types.

Example of Lowest Cost Methodology

| Organisation | Total Cost | Lowest Price Methodology | Awarded Marks |
|----------------|------------|-----------------------------------|---------------|
| Organisation 1 | £1,000 | Lowest Price | 100 Marks |
| Organisation 2 | £1,001 | $(£1,000 \div £1,001) \times 200$ | 99 Marks |
| Organisation 3 | £1,500 | $(£1,000 \div £1,500) \times 200$ | 66 Marks |
| Organisation 4 | £2,000 | $(£1,000 \div £2,000) \times 200$ | 50 Marks |
| Organisation 5 | £2,500 | $(£1,000 \div £2,500) \times 200$ | 40 Marks |

8.REGULATED ACTIVITY

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

Funding Opportunities which involve a regulated activity with children and young people will require organisations to provide a copy of their Child Protection Policy and where applicable when working with 18-25 year olds their Adults at Risk of Harm or in Need of Protection during the application process.

9.EMBEDDING POLICY INTO PRACTICE

Delivery of all youth work (including awarded funding opportunities) are required to embed the follow Polices/Frameworks within the delivery of awarded plan

- [Community Relations Equality & Diversity \(CRED\) Policy](#) including the CRED Addendum
- Joint Department of Health and Department of Education [Emotional Health and Wellbeing Framework](#)

10.FUNDING OPPORTUNITY DELIVERY PLAN

| Youth Work Priority: Raising Standards | | | |
|--|--|--|---|
| Area of Action | Proportionate Reporting on Youth Service Outcomes | | |
| Why are we doing this: | <ul style="list-style-type: none"> To provide evidence of the impact of youth work on the lives of children and young people To provide evidence of the impact of support to EA Statutory and Locally Registered Voluntary Youth Organisation To measure the success of service delivery | | |
| We will deliver: (Output) | Outcomes (Key Success Indicator) | When (Plan Year/s) | Progress (Colour Code and Narrative) |
| Quarterly Monitoring Reports | <ul style="list-style-type: none"> Update and Submission of EA Score Card Update and Submission of Delivery plan with progress Updated Budget Spend | Completed per quarter by the following dates: 12/7/24 11/10/24 10/1/25 11/4/25 | |
| Annual Report | <ul style="list-style-type: none"> End of year and end of project report provided to EA outlining: <ul style="list-style-type: none"> Number of young people supported Numbers of programmes delivered Number of young people progressing against each youth work outcome Outline of innovative programmes and approaches that positively impacted the wellbeing of children and young people Numbers gaining accreditation at the relevant level if applicable Overall satisfaction rating for participants engaged in project Summary Qualitative evaluation feedback from participants on Where appropriate provide evidence of assessed need in the area of work which is evidence based | Completed and submitted by 11/4/25 | |

| Youth Work Priority: Raising Standards | | | |
|---|--|---|---|
| Area of Action | Stakeholder Engagement | | |
| Why are we doing this: | <ul style="list-style-type: none"> To ensure the views of EA registered member organisations are listened to and used to inform service delivery To develop and building on youth sector collaboration To ensure information is provided to EA registered member organisations to inform effective service delivery To ensure the voice of volunteers, young people and other key stakeholders informs the design and delivery of services To critically reflect on the planning and delivery of services To assess the development of new or additional services based on need To ensure decisions are evidence based | | |
| We will deliver: (Output) | Outcomes (Key Success Indicator) | When (Plan Year/s) | Progress (Colour Code and Narrative) |
| EA Project Management Delivery Meetings | <ul style="list-style-type: none"> Participation in quarterly project management meetings hosted by an EA representative with written information provided 2 weeks ahead of the agreed meeting date outlining; <ul style="list-style-type: none"> Summary of engagement with children and young people for that period Sharing of innovative approaches to support vulnerable Quality assurance delivery and outline of improvements made based on learning Emerging challenges & solution focused action planning To coordinate information and opportunities to for support to both voluntary and statutory sectors | Quarterly By 30 th June 2024 30 th September 2024 30 th December 2024 30 th March 2025 | |

| Youth Work Priority: Raising Standards | | | |
|--|--|---|---|
| Area of Action | Quality Assurance | | |
| Why are we doing this: | <ul style="list-style-type: none"> To ensure quality services are delivered to meet the needs of youth work staff and volunteers To develop action plans to improve service delivery To foster a culture of continuous improvement of and critical reflection on service delivery | | |
| We will deliver: (Output) | Outcomes (Key Success Indicator) | When (Plan Year/s) | Progress (Colour Code and Narrative) |
| Ongoing Quality Assurance of the delivery of Early and Continuous Intervention Project | <ul style="list-style-type: none"> Ongoing quality assurance of support provided with improvements made to the delivery Culture of continuous improvement fostered within the collaborative project | Ongoing and reported on quarterly through collaborative Delivery meetings with EA | |

| Youth Work Priority: Raising Standards | | | |
|---|---|---------------------------------------|---|
| Area of Action | Promotion of Service & Opportunities | | |
| Why are we doing this: | <ul style="list-style-type: none"> To ensure youth work staff and volunteers are aware of service opportunities open to them To increase the participation of staff and volunteers in training linked to workforce development based on assessed need | | |
| We will deliver: (Output) | Outcomes (Key Success Indicator) | When (Plan Year/s) | Progress (Colour Code and Narrative) |
| Promotion of Early & Continuous Support Opportunities | <ul style="list-style-type: none"> Successful organisation(s) works in partnership with EA to share project support opportunities for children and young people engaged in EA Statutory and EA Registered Local Voluntary Youth Organisations | Ongoing in line Project delivery plan | |

| Youth Work Priority: Closing the Performance Gap, Increasing Access and Equality | | | |
|--|--|-----------------------|---|
| Area of Action | Participation | | |
| Why are we doing this: | <ul style="list-style-type: none"> To ensure the voice of children and young people influence the decision-making process To improve the delivery of services to meet the needs of children and young people To ensure pathways of wrap around support are in place based on what young people need and where they are at | | |
| We will deliver: (Output) | Outcomes (Key Success Indicator) | When (Plan Year/s) | Progress (Colour Code and Narrative) |
| Support for the Regional Youth Voice Project | <ul style="list-style-type: none"> Ensure the voice of vulnerable children and young people is represented and heard as part of the Regional Youth Voice Project Voice of children and young people is considered as part of the decision-making process related to service delivery | Ongoing | |

| Youth Work Priority: Closing the Performance Gap, Increasing Access and Equality | | | |
|--|--|---|---|
| Area of Action | Emotional Health and Wellbeing | | |
| Why are we doing this: | <ul style="list-style-type: none"> To develop a culture within all youth settings values and recognises the emotional health and wellbeing needs of all children and young people Provide early support programmes through small and large group work programme to support the emotional health and wellbeing needs of vulnerable children and young people | | |
| We will deliver: (Output) | Outcomes (Key Success Indicator) | When (Plan Year/s) | Progress (Colour Code and Narrative) |
| Wellbeing for All Programmes | <ul style="list-style-type: none"> Appointment staff to Co-design (and where appropriate co-delivery with project partners) to provide thematic Wellbeing for all Programmes within Registered Local Voluntary/Statutory Organisations based on programme support requests Delivery of a minimum of 3 face to face sessions (3 hours per session) per week over 42 weeks per annum Delivery in line with the DE Emotional Health and Wellbeing Framework in Education | Ongoing Based on Agreed Identified Need | |
| Early Support Programmes | <ul style="list-style-type: none"> Appointment of staff to Co-design (and where appropriate co-delivery with other project partners) Early Support Programmes within Registered Local Voluntary/ Statutory Organisations based on programme support requests Delivery of a minimum of 4 face to face sessions per week over 42 weeks per annum Delivery in line with the DE Emotional Health and Wellbeing Framework in Education | Ongoing Based on Agreed Identified Need | |

11.KEY PERFORMANCE INDICATORS (KPIS)

The Education Authority reserves the right to terminate funding or apply funding sanctions if the successfully awarded organisation(s) fails to meet the Key Performance Indicators (KPIs) outlined below:

| KPI Description | Performance Measure |
|---|--|
| Moderation | <ul style="list-style-type: none"> • Maintain a minimum level of “Good” Moderation visits carried out by an EA Officer. Moderation visits will be carried out by EA on the following frequency dependent on funding: <ul style="list-style-type: none"> ▪ Up to £30,000 per annum funding - 1 moderation per annum ▪ £30,001 – £60,000 per annum funding - 2 moderations per annum ▪ £60,001 - £80,000 per annum funding - 3 moderations per annum ▪ £80,001 or more per annum funding - 4 moderations per annum |
| Financial Verification & Receipting and Vouching | <ul style="list-style-type: none"> • Maintain a minimum level of “Satisfactory” financial verification visits carried out on a basis of one per annum by an EA Officer for the period of the funding. N.B. follow up financial verifications maybe required where concerns are noted. Verification, Receipting and Vouching are carried out on the following frequency <ul style="list-style-type: none"> ▪ Up to £2,999 total funding received per annum only required a return of the Income and expenditure Report at end of year or project term ▪ £3,000 to £29,999 total funding per annum requires the return of income and expenditure report at end of year or project term along with Original Receipts/Invoices and Statements ▪ £30,000 or more total funding per annum requires the return of income and expenditure report at end of year or project term along with Original Receipts/Invoices and Statements AND a Financial Verification Visit by an EA Officer(s). |
| Delivery of Closing the Gap Outputs | <ul style="list-style-type: none"> • Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates: <ul style="list-style-type: none"> ▪ Target numbers of young people are met for all outputs on time ▪ Number of Targeted Programmes sessions are delivered ▪ Targeted Outcomes Achieved |
| Delivery of Raising Standards Outputs | <ul style="list-style-type: none"> • Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates: <ul style="list-style-type: none"> ▪ Target Outputs Achieved within the outlined timeframe ▪ Targeted Outcomes Achieved ▪ A Quality Assurance Framework/System is in place ▪ Satisfactory ETI inspection reports (if subject to an inspection) |
| Developing the Non-Formal Education Workforce | <ul style="list-style-type: none"> • Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates: <ul style="list-style-type: none"> ▪ Target Outputs Achieved within the outlined timeframe ▪ Targeted Outcomes Achieved |
| Improving the Non-Formal Learning Environment | <ul style="list-style-type: none"> • Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates: <ul style="list-style-type: none"> ▪ Target Outputs Achieved within the outlined timeframe ▪ Targeted Outcomes Achieved |