



## Planned Interventions Programme 2024/2025 Terms & Conditions Document

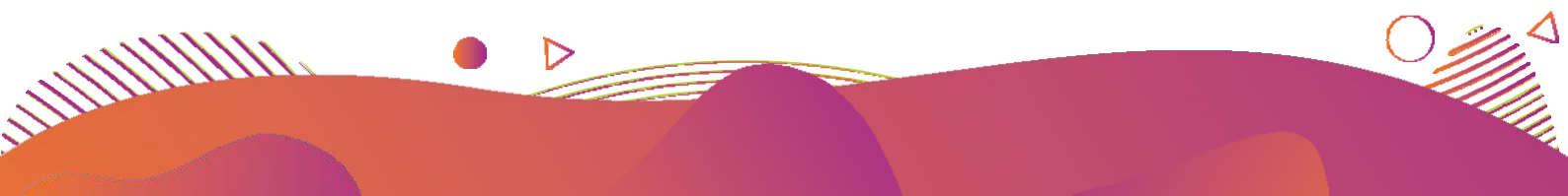
This document must be read alongside the Programme  
Guidance Notes found at  
[www.eanifunding.org.uk/plannedintervention](http://www.eanifunding.org.uk/plannedintervention)

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# 1. Introduction

This document outlines the terms and conditions for the use of Planned Interventions funding managed by the Education Authority, on behalf of The Executive Office for groups from the voluntary, statutory and community sector. If you are currently not registered with EA Youth Service, please see page 13

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 Planned Interventions 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 4pm on Wednesday 10<sup>th</sup> April 2024**

**ALL FUNDING AWARDS ARE SUBJECT TO BUDGET AVAILABILITY**

# 2. Funding Headings Explained

**When making an application to the Planned Interventions programme applicants will provide a detailed costs breakdown, within two main headings of Staffing and Salaries and Programme Costs**

## Staffing and Salaries

Funding provided under the heading of staffing and salaries can be used to pay staff to deliver the agreed Planned Interventions 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 came into effect in 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

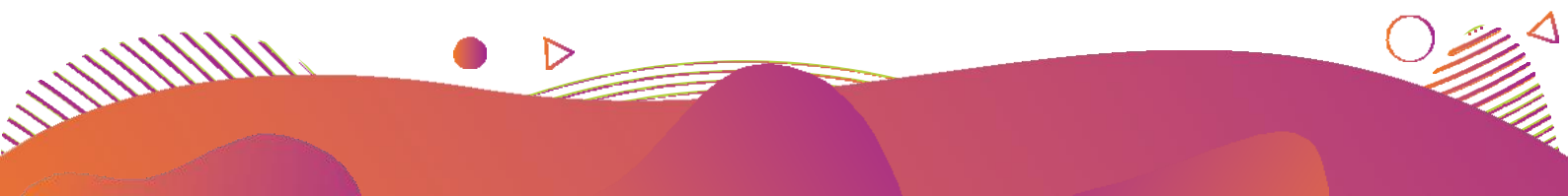
Funding provided under programme costs can only be used to deliver the agreed programme plan. This is to cover costs such as:

- 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 addition to Capital Cost restrictions the funding provided cannot 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
- 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 the project
- Staff/ Facilitator/Tutor fees above the rates set out at Appendix 1
- 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 (Staffing & Salaries & Programme Costs) 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 re-profile
- Original Award Value for relevant headings
- Proposed new award values for the relevant headings
- Rationale for request re-profile

Re-profile requests will only be considered up until 28 days before the end date of the funding

Re-profile 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>

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. 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.

## 6. Support and Further Information

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

[www.eanifunding.org.uk/plannedintervention](http://www.eanifunding.org.uk/plannedintervention)

You may log a request for support, or if you have any additional queries, please use the email address below.

Email: [plannedintervention@eani.org.uk](mailto:plannedintervention@eani.org.uk)



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

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

A group may not claim for youth work staff costs above the rates of pay, as per JNC.

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 Planned Interventions 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 these 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

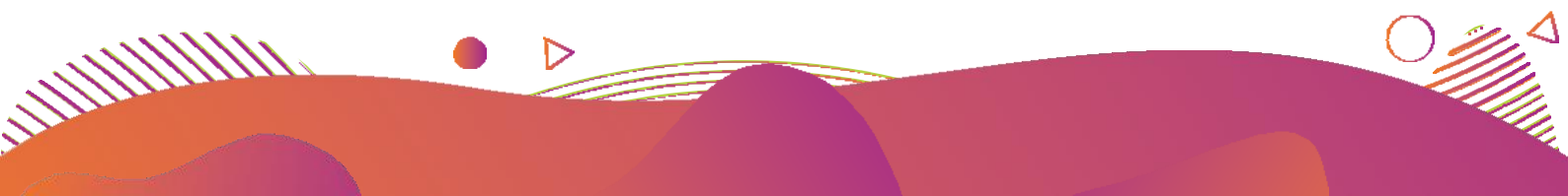
The matter of whether an individual is an employee or self-employed is one which affects both income tax and National Insurance. Consequently, it is important to know which heading a specific job falls under.

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. With a maximum of £6000 available from this Programme, that equates to a management fee to a maximum of £600. Sufficient detail/breakdown on the use of the Management/Administration fee must be provided on the budget profile.



## Conditions Attached to Funding

The Executive Office and Education Authority should be mentioned in any publicity associated with the Project. The Executive Office and Education Authority reserve the right to publicise details of the Financial Assistance. Guidance on branding is available upon request.

Please note: *The Education Authority reserves the right to withhold any or all of the payments and/or require the applicant to repay part or all of the funding if, in the opinion of the Authority, there is substantial or material change in the nature/scale or timing of the project or if funding is used for purposes other than those specified in the Letter of Offer.*

Data sharing: *for the purposes of maximising complementarity, minimising the risk of duplication, and assessing the impact of funding in relation to addressing good relations need, EA and TEO, reserves the right to share details of the Financial Assistance, the programme action plan and/or progress reports.*

## Monitoring & Evaluation

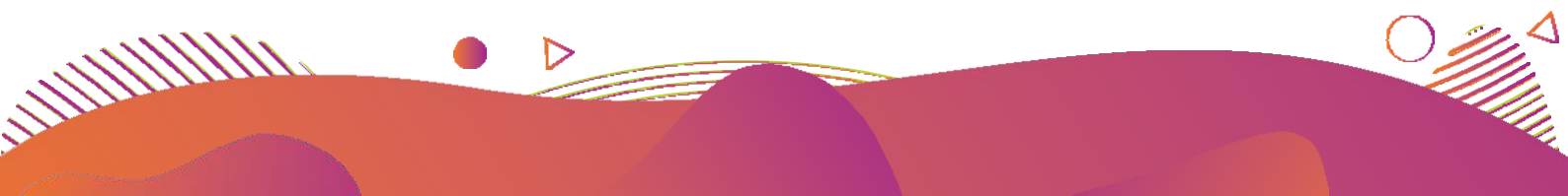
As groups are receiving public funding, they must be accountable for what they do with this money. *Successful projects should be monitored and evaluated, with critical reflection a key part in assessing the impact of the intervention. Each successful group must ensure they:*

1. Complete an evaluation report which includes financial expenditure forms with relevant original copies of bank statements/ invoices/receipts to be posted to EA Dundonald. This information will be provided in successful groups letters of offer.
2. Ensure each of their young people submit an exit survey upon completing the programme. Each successful group, upon correspondence of their award, will be given the links and guidance for the exit surveys.

Other requirements include:

- Monitoring visits from members of the EA T:BUC team, with a focus on quality assurance and visits from either TEO or Department of Education (DE) Officials may be requested.
- Ensuring final reporting is within the agreed time frame of 6 weeks after the end of the programme. This should be no later than 4pm on the 19<sup>th</sup> December 2024 for all successful groups.

***If difficulties arise which may prevent objectives being met, these should be brought to the attention of EA immediately. Failure to do so may lead to the withdrawal of funding. Failure to comply with conditions of funding will affect any further funds from EA and groups could be asked to repay funds.***



## Funding

Funding will be time limited and will be provided for 2024 only. All funding must be spent, and the projects fully delivered by 7th November 2024

- Projects must deliver all activity by 7th November 2024. No funding may be used for delivery beyond this date.
- Project funding is available to enable groups to develop and deliver projects in line with the funding criteria outlined in the Guidance. Projects should be clearly defined and have clear outcomes.
- Applications that are not complete, or do not provide a detailed project budget are also not eligible. All costs provided should be directly associated with delivery as only costs proportional to a project will be considered. This should be evidenced within the application submitted.
- Funding will be allocated in accordance with Education Authority policies and financial procedures. Grant approvals will be influenced by the overall funding available.

A Letter of Offer will be provided, and funding is released when this is signed and returned, via the online funding portal. Applicants must abide within the regulations pertaining to allocation of funding to various elements of the programme e.g. staffing

NB: The Education Authority reserves the right to withhold any or all of the payments and/or require the applicant to repay part or all of the funding if, in the opinion of the Authority, there is a substantial or material change in the nature, scale or timing of the project, or if the funding is used for purposes other than those specified in the Letter of Offer

*Applicants must show that all costs are reasonable and necessary to complete the programme and you should give enough detail to assess this*

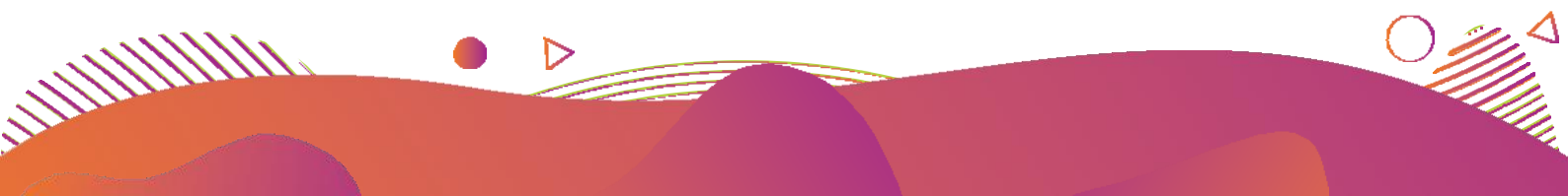
### Documentation Required By Groups Not Registered with EANI

If you are not registered with EANI the following documents will be requested for successful applicants only:

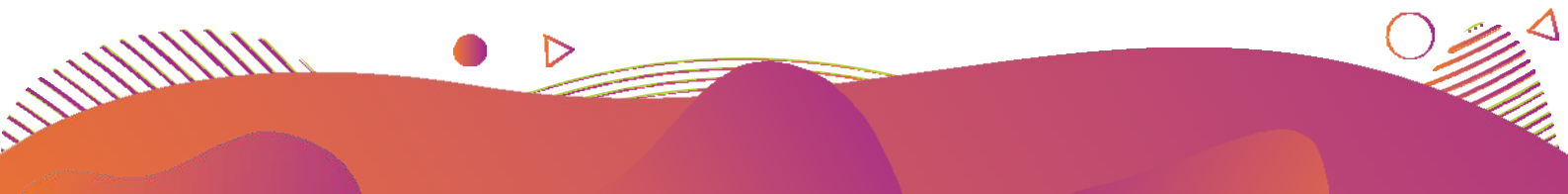
- A copy of your governing instrument, constitution, rules, or articles of association (signed and dated as adopted)
- Signed letter of support showing evidence that each of your partners are committed to the process
- Child protection policy
- Insurance details
- Provide proof of qualification to qualify 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-Documentation.pdf> and



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



## 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 1st June 24 – 7th Nov 24			Yes / No
Programme targets young people most at risk, aged between 9-25 and diverts young people away from becoming involved in sectarian activities, civil disorder or other types of anti-social behaviour			Yes / No
The programme takes place in an interface area, or in an area where there is the potential for heightened social unrest, intra or inter community tensions			Yes / No
Group size- is one group per application to a maximum of 25 young people			Yes / No

Area Identification (Section 3)			Score (Max 20)
0 - 4 Points	Area not noted for sectarian activities, civil disorder		
5 - 9 Points	<ul style="list-style-type: none"><li>Area/s of recently identified heightened sectarian activities/civil disorder</li><li>Evidence includes some basic information on local good relations issues</li></ul>		
10 - 14 Points	<ul style="list-style-type: none"><li>Area/s of high sectarian activities/civil disorder</li><li>Evidence includes good level of information on local good relations issues</li></ul>		
15 - 20 Points	<ul style="list-style-type: none"><li>Severely heightened sectarian activities/civil disorder/interface/hotspot</li><li>Evidence references statistics including those from PSNI and needs assessments</li><li>Description includes very well detailed information about the interface/hotspot, geography, and local good relations issues</li></ul>		
If in an area not noted as above:	<ul style="list-style-type: none"><li>Clear rationale, with very good evidence provided to justify application in areas not noted for sectarian activities or civil disorder, on grounds of young people's involvement from an area during key times.</li></ul>		
15 - 20 Points	<ul style="list-style-type: none"><li>Evidence for the need due to inter or intra community tensions or violence</li></ul>		
COMMENTS:			

Targeting of young people through recruitment (Section 4)			Score (Max 20)
0 - 4 Points	<ul style="list-style-type: none"><li>Unsatisfactory recruitment process, which is open to all young people, and is not targeted</li></ul>		
5 - 9 Points	<ul style="list-style-type: none"><li>Young people they are targeting are currently engaged in other youth work initiatives, and the recruitment process for this intervention is satisfactory</li><li>Social media is the only recruitment method</li></ul>		
10 - 14 Points	<ul style="list-style-type: none"><li>Good evidence that young people are targeted because they are those that will most benefit from the interventions eg. young people at risk of becoming involved in anti-social behaviour, sectarianism, and recruitment from paramilitary gangs</li><li>Provides detail on the target audience</li><li>Includes evidence of recruitment plan and methods to be used</li></ul>		
15 - 20 Points	<ul style="list-style-type: none"><li>Very good recruitment process to target young people who will most benefit from the intervention egs for young people at risk of becoming involved in anti-social behaviour, sectarianism, and recruitment from paramilitary gangs</li><li>Detailed evidence on referral agencies, partnerships, recruitment methods</li><li>Detailed descriptions on target audience and recruitment plan</li></ul>		
COMMENTS:			

Achievement of Outcomes 1 – 3. (Section 5)			Score (Max 20)
0 - 4 Points	<ul style="list-style-type: none"><li>• Little to no description provided of how outcomes will be achieved</li></ul>		
5 - 9 Points	<ul style="list-style-type: none"><li>• Some description provided of the achievement of outcomes, but they are vague and non-specific.</li><li>• Lacks evidence and reference to the intended programme</li></ul>		
10 - 14 Points	<ul style="list-style-type: none"><li>• At least one outcome is well described in how it will be achieved, and/or descriptions demonstrate an understanding and appreciation of how they will be achieved.</li><li>• There is reference to the intended intervention/programme to be delivered</li></ul>		
15 - 20 Points	<ul style="list-style-type: none"><li>• Excellent descriptions provided of how outcomes will be achieved in at least two, with a third having a very good description.</li><li>• Very good evidence to how all three outcomes will be achieved, and response is structured to provide this</li><li>• Outcomes are clearly aligned to the intended programme, which is referenced throughout response</li></ul>		
COMMENTS:			

0 - 4 Points	<ul style="list-style-type: none"><li>Does not demonstrate value for money, budget profile lacks detail/breakdown of costs, with little to no evidence of impact on the Programme Outcomes, with no targeting of young people</li></ul>		
5 - 7 Points	<ul style="list-style-type: none"><li>Partially demonstrates value for money, limited detail/breakdown on budget profile some evidence of impact on targeted young people and the Programme Outcomes</li></ul>		
8 - 10 Points	<ul style="list-style-type: none"><li>Clearly demonstrates value for money with good or excellent evidence of impact on targeted young people and the Programme Outcomes</li></ul>		
COMMENTS:			

OVERALL COMMENTS:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Panel Chairperson





**District Councils**

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

**Assembly Areas**

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

## Postcodes

Postcodes BT1 - BT39	Postcodes BT4 - BT69	Postcodes BT7 - BT99
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
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BT25	BT56	BT99
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