



# Registration & Generic/Non- Targeted Funding

Guidance for Local Voluntary  
Youth Organisations  
2024-2025

What You Need To Know



# Agenda

**01** Overview of Changes to Registration and GNT Application

**02** What is Generic/Non-Targeted Funding?

**03** Stage 1 – Registration with EA

**04** Stage 2 – Completing End of Year Report 2023-2024

**05** Stage 3 – Completing a 2024-2025 Application

**06** Application, Assessment & Award Timeline



# Overview of Changes

Feedback taken on-board





# Changes

An overview of the main changes made following feedback and internal quality assurance processes

## Feedback

## Change

Lack of awareness and understanding of support available from Regional Strategic providers and how to avail of it.

This section of the registration form includes more detail.

There is not enough descriptors and explanations provided to help groups complete the form accurately.

More details and descriptors have been added throughout the registration form.

Complications with groups meeting the governance criteria at application.

This has been addressed, with guidance from NICVA, to prevent unnecessary work from applicants.

Completing tasks and providing information multiple times.

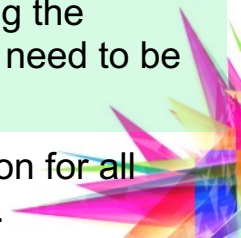
We now address membership, safeguarding, governance and bank account information at registration and will not ask for it again (only update).

Questions in the Generic/Non-Targeted Application caused confusion.

The application has been simplified, making the question clearer and now only 2 questions need to be answered.

Some verification visits took place too late in the year.

Verification will take place before registration for all groups who are not registered by 17<sup>th</sup> May.





# What is Generic Non-Targeted Funding?

Funding Stream Explained



# What is Generic/Non-Targeted Funding?

## Who is Eligible to apply?



### Voluntary Youth programmes delivered solely by Volunteers

All Education Authority registered Local youth organisations whose youth work is delivered by volunteers for example, uniformed organisations, church-based organisations, with young people aged 4-25 years.

## When is the Funding Available?



### Funding is Allocated Each Year Through Annual Application

Funding is for one year and applications will be publicly advertised annually on the EA Funding website. The level of funding available will be based on how many young people attend the provision and the hours/weeks they attend.

## What can I use the funding for?



### Delivering your volunteer lead youth programme

You can use this funding for programme costs and a contribution to your running costs. Full information around Eligible and Ineligible costs can be found at:

[Terms and Conditions Here](#)

# More info on all Funding

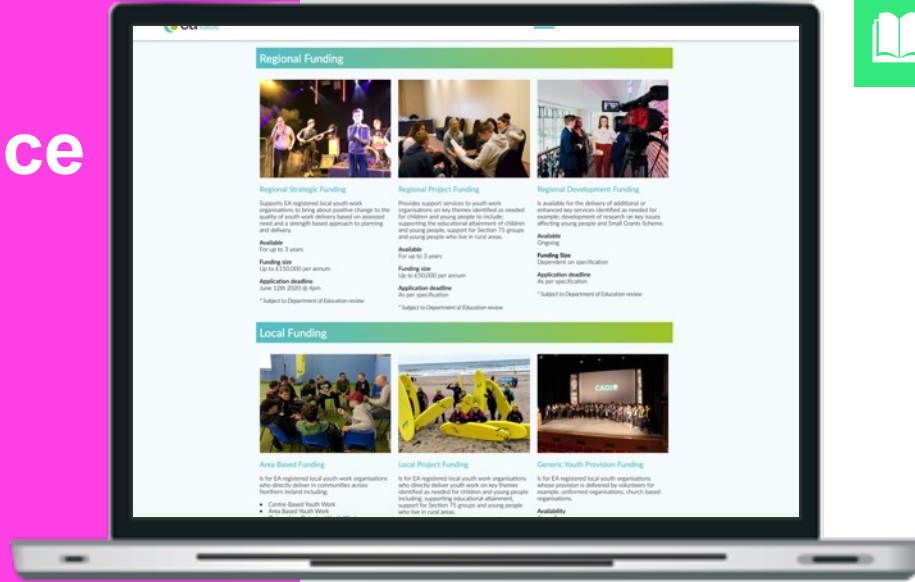
Dedicated



Youth Service

Funding

Website



More detailed information about all our funding schemes is available online at

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


We have a dedicated website for youth service funding on the This can be accessed at the address below.

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



# Registration and Application Process 2024-2025

STAGE	What You Need to Do
1	<p>Complete your annual re-registration or register for the first time with the Education Authority.</p> <p><u>If you are a NEW organisation, you can then skip to Stage 3</u></p>
2	<p>If you are currently in receipt of Generic/Non-Targeted Funding for 2023-2024, complete your annual report and upload your completed income and expenditure report on the funding portal.</p>
3	<p>Complete your Online Application Form for Generic Non-Targeted Funding through the online Funding Portal.</p>





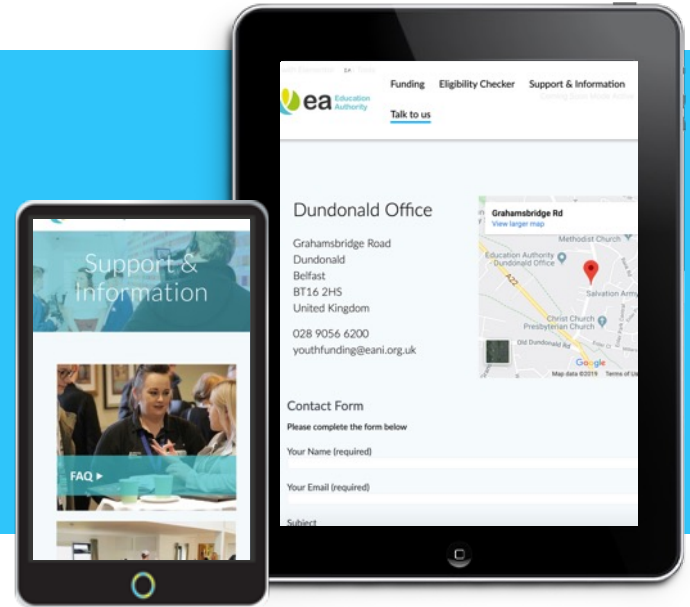
# Online Support Resources

## Support & Information Resources

Our dedicated funding website has a support & information section loaded with resources to help you complete your application. This includes demonstration films and step by step guidance

## Talk to us

Our dedicated funding website also contains a section to help you connect with EA through a range of methods, with a dedicated email address and online contact form!



Resources



Annual Reports



FAQs



Step by Step Guidance Films for Online Applications



# Stage 1 – Registration with EA

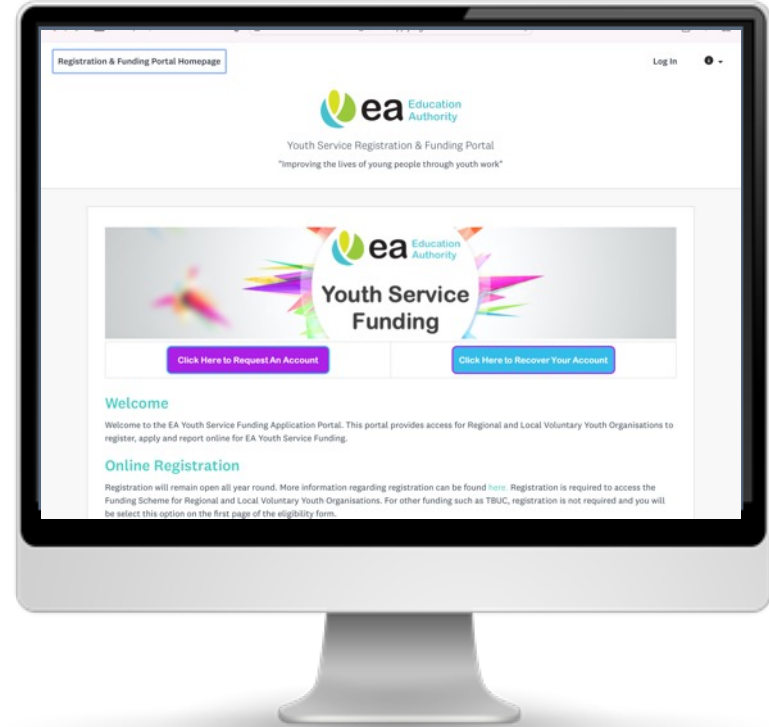
For First Time Registrations or Annual Registration



# Benefits of Registration with EA

- Reduced rates at EA Outdoor Learning Centres for activities and overnight stays
- No need to provide additional compliance evidence when applying for relevant funding streams
- Easier Access to additional funding such as T:BUC Camps programme or Planned Intervention

Annual Registration is each Year in April and open all year round to new organisations



# New Registration or Re-registration

	Which of these applies to my organisation
New Registration	<p>My organisation has not been registered with the Education Authority Youth Service nor has been in receipt of Voluntary Local or Regional Funding during 2023-2024.</p> <p><b>Units in receipt of <u>TBUC Camps Programme or Planned Intervention Funding only</u> are still regarded as a New Registration for all other Funding Streams</b></p>
Re-Registration Annual requirement	<p>My organisation is currently registered and is now updating our registration to confirm everything is still accurate or make any required changes.</p>

Registration is required by every organisation both Local and Regional. It is also now required for Statutory units.


Please Note: The questions asked at registration will differ, based on your registration type. **Any organisation applying for Generic/Non-Targeted Funding must be registered as a Local Voluntary Youth Organisation.**



# How to Register with the EA Youth Service

Step	Not Registered with EA
<b>1</b>	Prepare the documents you will require for registration such as safeguarding policies, governing document and bank account information.
<b>2</b>	Request an Online Account for Our Funding Portal (Visit <a href="http://www.eanifunding.org.uk">www.eanifunding.org.uk</a> and select “Register with EA” to begin the process)
<b>3</b>	Once your portal account has been issued, complete the Online Registration Form ensuring all questions are answered and applicable safeguarding and governance documentation uploaded before signing and submitting.


This process will change from the 18<sup>th</sup> May when groups who are not registered will need to be verified before they can access the portal or register as a Local/Regional Voluntary Youth Organisation.





# How to Re-register with the EA Youth Service

Step	Previously Registered with EA
<b>1</b>	Prepare the documents you will require for registration such as safeguarding policies, governing document and bank account information.
<b>2</b>	Log on to your online account (Visit <a href="http://www.eani.smapply.org">www.eani.smapply.org</a> )
<b>3</b>	You will be prompted to update your registration form before you can continue to access the current funding opportunities. Changes to this form are outlined later in the presentation.



# What information will I need to provide on the registration form

Form Section	Information Required
<b>Registration Type</b>	You will first be prompted to select your registration type, as this guidance is for <b>Local Voluntary Youth Organisations</b> you will select this option.
<b>Organisation Information</b>	You will provide your organisation contact information (where you deliver youth work).
<b>Nominating a Regional Voluntary Youth Organisation (RVYO) to provide you with support</b>	As an EA Registered Local Voluntary Youth Organisation, you can avail of support from a Regional Strategic organisation. The support available is outlined within the form and you can nominate your Regional Strategic provider, which may be your Headquarter Body, here.
<b>Governance</b>	Here you will select your governance type, provider regulatory details (if applicable), upload your governing document and provide the names and email addresses of your Chairperson, Secretary and Treasurer (This can also be equivalent of these role for your organisation).
<b>Membership &amp; Staff/Volunteer Information</b>	In this section you will provide breakdown of your current membership by the outlined age bands, and numbers of paid full-time, part-time staff currently funded by EA and volunteers.
<b>Safeguarding and Health and Safety Information</b>	A requirement of registration is that all organisations provide their most recent version of their safeguarding policy. You will only need to provide this once unless you update it next year. In addition, organisations are required to declare they have appropriate insurance and health and safety practice in place to delivery programmes with children and young people.
<b>Confirmation you deliver Youth Work in line with DE Policy and Curriculum</b>	EA Youth Service can only fund and register youth organisations who delivery youth work in line with the Model for Effective Practice and DE Policy Priorities for Youth. Organisations will be required to declare this is the case on their registration form.
<b>Bank and Accounting</b>	You will provide your bank account information and declare that your bank account is in the name of the organisation and there are at least 2 signatories on the account.



## The Form

## Registration Type

### Registration Type

*All organisations are subject to a verification visit or check by the Education Authority. This may include organisations re-registering annually. Any funding applications or awards are subject to organisations meeting and maintaining the requirements of registration based on the registration types outlined below.*

#### LOCAL VOLUNTARY YOUTH ORGANISATION

*Registered with the Education Authority as a Local Voluntary Youth Organisation with access to apply for and deliver on Local Area Based, Local Project and Generic Non-Targeted Funding. Organisations registered as a Local Voluntary Youth Organisation can also apply for and deliver on Regional Project and Regional Development Funding. This includes access to apply for [TBUC Camps](#) and [Planned Intervention](#) Funding.*

#### REGIONAL VOLUNTARY YOUTH ORGANISATION

*Registered with the Education Authority as a Regional Voluntary Youth Organisation with access to apply for and deliver on [Regional Development](#), [Regional Project](#) Funding and if you have a minimum of 10 EA registered Local Voluntary Youth Organisation members who have nominated you as their support organisation registered with EA, access to apply for and deliver on [Regional Strategic](#) Funding. This includes access to apply for [TBUC Camps](#) and [Planned Intervention](#) Funding.*

#### NON-REGISTERED ORGANISATION

*Registered for an account only to access funding which does not require registration with the Education Authority as a Regional or Local Voluntary Youth Organisation. For example to apply for and deliver on: [T:BUC Camps](#) Funding, [Planned Intervention](#) Funding, or [Regional Development](#) or [Regional Project](#) Funding.*

#### STATUTORY PROVISION - LOCAL

*THIS DOES NOT APPLY TO COMMUNITY AND VOLUNTARY SECTOR ORGANISATIONS.*

*Statutory EA Youth Provision, within Local Services, for reporting purposes and to facilitate applications for [T:BUC Camps](#) Funding and [Planned Intervention](#) Funding.*

#### STATUTORY PROVISION – REGIONAL

*THIS DOES NOT APPLY TO COMMUNITY AND VOLUNTARY SECTOR ORGANISATIONS.*

*Statutory EA Youth Provision, within Regional Services, for reporting purposes and to facilitate applications for [T:BUC Camps](#) Funding and [Planned Intervention](#) Funding.*

Please indicate your type of registration:

Registration Type	
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## Current Registration Status

Please Select from below the option that applies to your organisation:

*Please note: to be classed as previously registered organisation with EA you must have a previous registration with EA on file which has been verified. All new organisations can begin applications for funding, however a verification with EA will be required before any offer of funding is issued.*

New Registration

Previously Registered

## Organisation Details

Once submitted, this information cannot be edited without contacting [youthfunding@eani.org.uk](mailto:youthfunding@eani.org.uk).

Name of Organisation			
Leader in Charge Name			
Registered Address of Premises			
Local Area Council		Postcode	
Contact Telephone			
Website Address (if applicable)			





## Nominating a Regional Voluntary Youth Organisation (RVYO) to provide you with support

As an EA Registered Local Voluntary Youth Organisation, you can avail of support from a Regional Strategic organisation. This does not come out of your budget as these organisations are funded separately through Regional Strategic Funding. These organisations can support you in the following areas:

1. Child Protection / Safeguarding
2. Governance
3. Training / Workforce Development
4. Programme / Curriculum
5. Information, Representation and Collaboration
6. Quality Assurance
7. Measuring and Evaluating Youth Work Outcomes
8. Membership Services

You can only nominate one organisation and this cannot be changed until re-registration on an annual basis. Please nominate from the list below, or should you wish to nominate a group not listed, select “Other” and provide the name of the organisation. Alternatively, you can choose to decline this support by selecting “Opt Out”.

Below is a list of Regional Voluntary Youth Organisations who currently qualify for Regional Strategic funding, one of which may be your Headquarter Body.

*To facilitate your access to Regional Strategic support, the EA is required to share your organisation name and contact information with your nominated Regional Voluntary Youth Organisation. Please check the box below to confirm you understand your information will be shared with your nominated organisation.*

I understand our Organisation name and contact information will be shared with our nominated Regional Voluntary Youth Organisation.

Nominated Regional  
Strategic Provider

We do not want to access support through a Regional Voluntary Youth Organisation and choose to Opt Out.





## Governance

Please select your governance type from the list below.

### Unincorporated Association

An ‘unincorporated association’ is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit (for example, a voluntary group or a sports club). They are often registered with the Charity Commission but this is not always the case. If registered with the Charity Commission, please provide your registered Charity number below. The majority of EA registered groups will be unincorporated associations.

### Company Limited by Guarantee

A ‘Company Limited by Guarantee’ is incorporated and regulated by Companies House. It’s subject to the Companies Acts and must provide their registered Company Number below. This is a not-for-profit business set up to serve social, charitable, community-based or other non-commercial objectives.


### Community Interest Company

A ‘Community Interest Company’ (CIC) is a special form of non-charitable limited company, which exists primarily to benefit a community or with a view to pursuing a social purpose, rather than to make a profit for shareholders. A CIC is subject to ongoing regulation by the CIC regulator and must provide their Company Number below.

### Charitable Trust

A ‘Charitable Trust’ is a type of charity which cannot enter into contracts or own property in its own right. As such, any liabilities rests with the individual who has entered into a contract. It is run by trustees who are appointed rather than elected. A Charitable Trust must be registered by the Charity Commission and provide their registered Charity number below.

Governance Type





## Regulator and Registration

If your organisation is registered with and regulated by one or more of the regulators below, please provide your registration/reference number:

Charity Commission (provide registered Charity number)

Companies House (provide registered Company number)

## Governing Document

Does your organisation have their own Constitution / Articles of Association / Deed of Trust or do you adopt the governance of a Headquarter Body?

Select:


We have a governing document in the name of the organisation

We adopt the governance of our Headquarter Body

Document upload

Please Name your Headquarter Body who provides overarching governance of the organisation.

List the relevant RVYOs plus “Other” option





## Committee / Board Details

Please provide the details of those holding the positions below, or the equivalent for your organisational governance e.g. director. The email address provided here will be used for correspondence regarding funding award outcomes or communication from the funding portal. Multiple office roles cannot be held by the same individual. Email addresses should only be accessible to the person named and cannot be a generic email address (e.g. info@123.com). The Education Authority must be informed in writing of any changes to this information by emailing [youthfunding@eani.org.uk](mailto:youthfunding@eani.org.uk). All correspondence will be issued to the Chairperson and Honorary Secretary of the organisation and their email addresses will be shared with your nominated Regional Voluntary Youth Organisation, if applicable.

Role	Title	Full Name	Email Address
Chairperson			
Honorary Treasurer			
Honorary Secretary			





## Insurance and Health & Safety

All buildings must comply with current Health & Safety and Fire regulations. Please confirm your youth organisation has adequate insurance cover for activities undertaken and for staff employed.

Declaration Statement:

I declare that our organisation has appropriate insurance in place, including appropriate premises for the delivery of youth work, health & safety measures and practices in place to deliver youth work safely children and young people.

## Safeguarding

Youth Groups must submit a copy of their child protection policy. Your Child Protection policy must outline procedures for recruitment and criminal record background checks in line with [DE Guidance](#).

*Groups are advised that it is an offence to knowingly employ a person who has been disqualified from working with children and young people.*

*Guidance on what is required in a child protection policy for registration with EA can be found [here](#).*

Do you work with Young People aged 18 to 25?

Yes

No

Document upload





## Delivery of Youth Work

### Youth Work Policy

I confirm that our organisation deliver youth work in line with the DE Policy *Priorities for Youth Improving Young People's Lives Through Youth Work*


### Curriculum Delivery

I confirm that our youth organisation works to deliver *Youth Work: A Model for Effective Practice?*

## Youth Membership

Information provided in this section must only be children and young people registered with your organisation. This data will pre-populate any Generic/Non-Targeted Funding application you may make for this year.

Age Band	Number of Members
4 to 8 Year Olds	
9 to 13 Year Olds	
14 to 18 Year Olds	
19 to 21 Year Olds	
22 to 25 Year Olds	





## Staff and Volunteers

Type	Number of People	Number of Combined Hours per Week
Part-time Paid (EA Funded Only)		
Full-time Paid (EA Funded Only)		
Volunteers		

## Bank Account Information

Account Name (this must be in the name of the Organisation)	
Account Number	
Sort Code	
Bank Name	
Bank Address	
Bank Postcode	

Please note: If you apply for funding this information will be verified prior to any funding award.

Declaration Statement:

I confirm that our youth organisation has a bank account in the registered name of the organisation provided on this registration form with at least two unrelated signatories.







## Stage 2 – Completing End of Year Report 2023-2024

If currently in receipt of 2023-2024 Generic/Non-Targeted Funding

If you are a  
new  
Organisation  
you can Skip  
this stage!



# Annual Report

If your organisation has been in receipt of 2023-2024 Generic Non-Targeted (GNT) Funding from the Education Authority you will not be able to apply for 2024-2025 funding until you submit your Annual Report through the funding portal.

Once your organisation has registered and the annual report and completed income and expenditure form has been submitted, you can then create a new GNT application for 2024-2025 on the funding portal.

Report Section	What will I need to Provide
<b>Membership Breakdown</b>	Provide the numbers of young people by age band for your registration period of 2023-2024.
<b>Engagement Framework Information</b>	Provide the number of young people per stage on the engagement framework based on your membership.
<b>Actual Funding Used</b>	Provide details of how much of your funding award in 2023-2024 you spent.
<b>Income and Expenditure</b>	Upload a copy of your completed income and expenditure report (provided with your letter of offer and available on the EA website) for the 2023-2024 period.

All reports are subject to an EA Verification check, and we may request your original receipts. These should be retained for Auditing purposes.



[Play Demonstration Film – How to Complete Your Annual Report](#)





# Stage 3 – Completing a 2024-2025 Application

For Generic Non-Targeted Funding

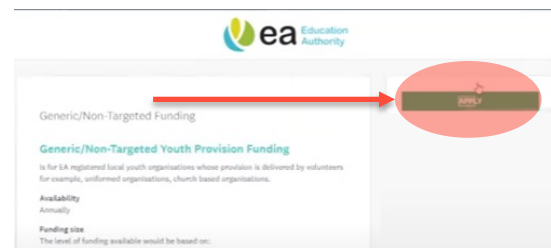
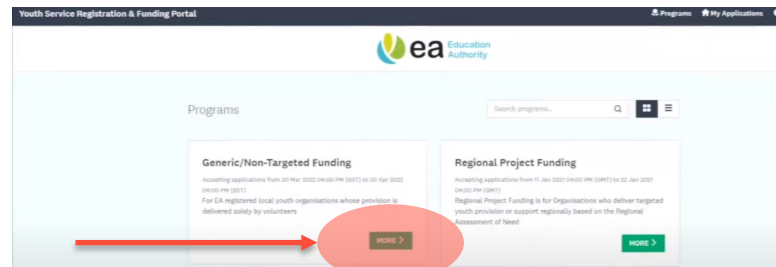
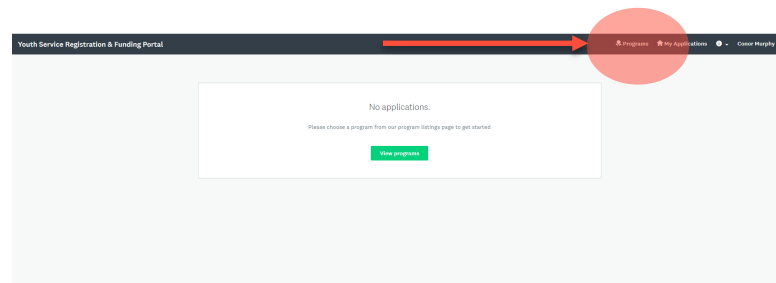


# How to create a new Generic/Non-Targeted application

1. Go to the “Programmes” page by selecting this icon.

2. Go to the “Generic/Non-Targeted Funding” page by selecting this icon.

3. Open an application by selecting the “Apply” icon.



# Generic/Non-Targeted Application 2024-2025

If you are a newly registered organisation or you have just completed your annual report for 2023/24, you can select the Generic/Non-Targeted funding Stream and start a new application for 2024-2025 through the funding portal.

## Question

## Descriptor

**Total weeks of programme provided per year**

Simply state how many weeks per year your programme is delivered for young people.

**Programme Overview**

This will be in the form of a table that asks for your days of provision, section/age group, number of hours and average attendance.

All other details required will be taken from your registration form so you do not have to provide it again here.

All applications subject to an EA Verification Check and we may visit or contact you to verify the accuracy of information provided on your application form as part of our Audit Process.

Day/Night of the Week	Age group	Operating Times	Sessional Hours	Sessional Attendance
Monday	Age 4-8	5.30pm to 7.00pm	1.5	45
	Age 9-13	6.30pm to 8.30pm	2	30
	Age 14-18	7.00pm to 9.00pm	2	15



# Application, Assessment & Award Timeline

For 2024-2025 Generic Non-Targeted Funding



# Application, Assessment & Award Timeline

Registration and Application for Generic Non-Targeted Funding Opens

8<sup>th</sup> April

17<sup>th</sup> May

Applications for Generic Non-Targeted Applications Close

Registration will continue to remain open all year round. Any organisation registering from this point cannot apply for GNT Funding for 2024/25.

Application Assessment Begins

20<sup>th</sup> May

30<sup>th</sup> June

Notification of 2024-2025 Funding Award

Acceptance of Formal Letter of Offer

Within 28 days of your letter of offer being issued

Payment to groups accounts subject to any outstanding returns or queries for all EA Youth Service funding being satisfied

Payment to Groups Accounts