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1.GUIDANCE AND INFORMATION LINKS

ALL FUNDING APPLICATIONS ARE SUBJECT TO THE ALLOCATION AND AVAILABILITY OF FUNDING FROM THE DEPARTMENT OF EDUCATION

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. Terms and Conditions of EA Youth Service Funding for Voluntary Youth Organisations
3. Moderation and Monitoring of EA Funded Voluntary Youth Organisations
4. Financial Verification of EA Funded Voluntary Youth Organisations
5. Use of the Education Authority Logo for EA Funded Voluntary Youth Organisations

2.FUNDING PERIOD

Start Date	1st April 2025
End Date	31st March 2026

3.TARGETED DELIVERY AREAS

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

DISTRICT ELECTORAL AREA	TARGET AREAS
Botanic	DEA Wide
Balmoral	DEA Wide
Court	DEA Wide
Black Mountain	DEA Wide
Collin	DEA Wide
LOCAL YOUTH DEVELOPMENT PLAN AREA	**South and West Belfast**

4.IDENTIFIED ISSUES TO BE ADDRESSED

In all DEAs across South & West Belfast, key issues impacting on children and young people, aged 10-18, relate to the emotional health and wellbeing needs of young people who have the role of caring for siblings with SEND. This Funding Opportunity should inform an assessment of need of these young people currently not reflected in existing Local Needs Assessments.

This is particularly relevant in communities of high deprivation. These young people face increased barriers to attending core provision and can be isolated and excluded as a result.

Issues that the Youth Service can have a positive impact on include:

- Increased isolation of children and young people.
- Lack of access to youth services for children and young people who are siblings of young people with SEND.

5.IMPACT TO BE ACHIEVED

From 01 April 2025 to 31 March 2026 this funding will:

- Deliver a minimum of 48 youth work sessions across the funding period.
- Increase early intervention support and protective factors for children and young people engaged in the provision.
- Increase the awareness of specialist services for young people for health and wellbeing support.
- Increase the capacity of young people to make positive choices.
- Enhance personal capabilities of children and young people.

6.MAXIMUM AVAILABLE AWARD

Max Available for the full funding period of this funding opportunity	£10,540.00
Max Available Award Year 1 (2025-2026)	£10,540.00

7.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, who are verified as registered with the Education Authority Youth Service as a Local Voluntary Youth Organisation.	Letter of support per joint application provided (Signed & Dated) and Verified Registration Status
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 Bona fide 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

8.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
Assessing and Understanding Local Need	20%	200	**50**
Proven Track Record Response	30%	300	**100**
Achieving the Desired Impact and Measuring Success Response	40%	400	**150**
Budget (see cost scoring methodology)	10%	100	N/A
Total	**100%**	**1000**	

9.COST SCORING METHODOLOGY

Costs will be evaluated on the basis using the figures provided in the application questions by all organisations to 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.

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 ÷ £1,001) x 100	99 Marks
Organisation 3	£1,500	(£1,000 ÷ £1,500) x 100	66 Marks
Organisation 4	£2,000	(£1,000 ÷ £2,000) x 100	50 Marks
Organisation 5	£2,500	(£1,000 ÷ £2,500) x 100	40 Marks

10.OPERATIONAL STANDARDS & EMBEDDING POLICY

If successful, organisations will be assessed as part of ongoing moderation and monitoring of funding by EA in the following areas;

Operational Standards

- Organisation are required to ensure the voice of children and young people, including wider stakeholders within the delivery area are consulted on regarding the design and delivery of services to meet identified need
- Robust quality assurance processes/systems are in place to ensure a culture of continuous improvement is in place relating to the awarded funding, and effective action is taken to address areas for improvement
- Reporting is completed in line with the terms and conditions of funding in the stated formats and within the stated dates

Please note: Your proposal at application and the Milestone 1 Report will directly inform your target monitor for the funding period. This will be discussed and agreed with your Funding Support and Assurance Officer and approved by your Local Senior Youth Officer. It will be reported on as requested as part of the conditions of the scheme. During the funding period this may be subject to change in agreement with EA. This is to ensure a dynamic planning process to respond to the needs of children and young people and reduce bureaucracy.

Embedding Policy

Delivery of all youth work (including awarded funding opportunities) are required to embed the follow Policies/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

11.FUNDING OPPORTUNITY OUTLINE

Youth Work Priority: Closing the Performance Gap, Increasing Access and Equality		
Area of Action	**All relevant Closing the Gap areas of action based on assessed need**	
Why are we doing this:	• To provide targeted youth work programmes to address the assessed need and deliver youth work outcomes for children and young people across the designated area • To support the delivery and achievement of the Local Youth Development Plan 2023-2026	
We will deliver: (Output)	**Delivery Requirement**	**When** (Plan Year/s)
Targeted Youth Work Provision	• Delivery of Targeted Youth Work Provision across a minimum of 48 sessions that are clearly linked to the identified issues to be addressed and impact to be achieved with the funding opportunity • Youth Work methodology to be prioritised based on assessed need • Voluntary engagement of young people in a developmental process, through a youth work curriculum, agreed and adopted with young people • Addresses the needs of children and young people in relation to the identified issues to be addressed, found in Section 4 of this Funding Opportunity • Results in the progression of children and young people against the youth work outcomes outlined in Section 5 of this Funding Opportunity • Achievements of Children and Young People is celebrated through a planned event • Quarterly and end of project reporting on the progress and outcomes of targeted youth work programmes • Milestones outlined in Section 12 of this Funding Opportunity are achieved and reported on	**2025/2026**

Youth Work Priority: Improving the Non-Formal Learning Environment		
Area of Action	**Participative Structures**	
Why are we doing this:	• To ensure the voice of children and young people informs decisions that affect them • To Youth Services contributes to UNCRC Article 12 – All Children have the right to have their voices heard and given due weight and consideration • To support the delivery and achievement of the Local Youth Development Plan 2023-2026	
We will deliver: (Output)	**Delivery Requirement**	**When** (Plan Year/s)
Youth Voice	• Ensure the voice of children and young people in is included as part of decision-making processes within the delivery of the funded programme • Quarterly reporting on the progress and outcomes of established participative structures	**2025/2026**

12. 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 and within the Terms and Conditions that accompany the Funding Award Letter of Offer:

Priority Area	**Key Performance Measure** **Delivery of all proposed Youth Work programmes within the timeframe agreed. Evidence of delivery and achievement of the outcomes, will be required during moderation visits or upon request from EA.**
Reporting	**Milestone 1 – Preparing for Engagement report submitted within 8 weeks of funding commencement to include;** • **The development of an appropriate recruitment strategy focusing on the key target groups.** • **Delivery Plan co-designed with recruited young people in line with "Youth Work – A Model for Effective Practice" and best practice principles** • **Programme baseline developed.** • **Expected impact at midway point** **Milestone 2 – Update on impact at midway point.** • **Engagement with Local Senior Youth Officer** **Milestone 3 – Delivery of Services and Evaluation of Impact Report to include;** • **Number of youth work sessions and projects delivered.** • **Numbers of young people engaged.** • **Numbers of young people progressing against the youth work outcomes outlined in Section 5.** • **How has the delivery of this award achieved the desired impact outlined in Section 5.** • **Progress report against project baseline.** • **Satisfaction rate of children and young people.** • **The voices of young people engaged in the project.** **Quarterly and End of Project Reporting tasks completed accurately and submitted within the given deadlines.**
Operational Standards and Embedding Policy	• **Effective Quality Assurance process/framework in place, demonstrating continual improvement** • **Effective Stakeholder Engagement** • **Embedding of key policies relevant to Youth Work which must include CRED Policy, Emotional Health & Wellbeing Framework**
Delivery of Closing the Gap Outputs	• **Completion of all delivery requirements in line with the published funding opportunity** • **All agreed Programmes delivered, achieving the intended outcome, within the timeframe agreed**