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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 |
|---|---|
| **The Mournes** | |
| | |
| | |
| | |
| | |
| **LOCAL YOUTH DEVELOPMENT PLAN AREA** | **Newry, Mourne and Down** |

# 4.IDENTIFIED ISSUES TO BE ADDRESSED

In the rural District Electoral Areas of Kilkeel and the Mournes it has been identified that there is a need to provide access to youth work provision for children and young people with additional needs (SEND) aged 9 –25 years.

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

- Children and young people with additional needs within rural communities are unable to access core youth work provision due to their complex needs
- Young people with additional needs who live in rural areas are further isolated due to a lack of opportunities / age related activities which meet their complex needs
- Children & young people with additional needs living in rural areas do not have the same opportunities as their peers
- Children and young people with additional needs experience poor mental health, poor transport links, and difficulty accessing other services
- Children and young people with additional needs living in rural areas feel invisible and that their voice is not heard

# 5.IMPACT TO BE ACHIEVED

***From 01 April 2024 to 31 March 2026 this funding will, with the targeted group:***

- 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

# 6.MAXIMUM AVAILABLE AWARD

| | |
|---|---|
| **Max Available for the full funding period of this funding opportunity** | £10,540 |
| **Max Available Award Year 1 (2025-2026)** | £10,540 |

# 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 will directly inform your target monitor for the funding period. This will be discussed and agreed with your Funding Support and Assurance Officer at your conditional offer meeting, if successful and will be reported on quarterly 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<br>• 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<br>• Youth Work methodology to be prioritised based on assessed need<br>• Voluntary engagement of young people in a developmental process, through a youth work curriculum, agreed and adopted with young people<br>• 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<br>• Results in the progression of children and young people against the youth work outcomes outlined in the KPIs (Section 12)<br>• Results in the progression of children and young people against the youth work outcomes<br>• Achievements of Children and Young People is celebrated through a planned event<br>• Quarterly and end of project reporting on the progress and outcomes of targeted youth work programmes | **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<br>• To Youth Services contributes to UNCRC Article 12 – All Children have the right to have their voices heard and given due weight and consideration<br>• 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<br>• 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**<br><br>**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;**<br>• **The development of an appropriate recruitment strategy focusing on the key target groups.**<br>• **Delivery Plan co-designed with recruited young people in line with "Youth Work – A Model for Effective Practice" and best practice principles**<br>• **Programme baseline developed.**<br>• **Expected impact at midway point**<br><br>**Milestone 2 – Update on impact at midway point.**<br>• **Engagement with Local Senior Youth Officer**<br><br>**Milestone 3 – Delivery of Services and Evaluation of Impact Report to include;**<br>• **Number of youth work sessions and projects delivered.**<br>• **Numbers of young people engaged.**<br>• **Numbers of young people progressing against the youth work outcomes outlined in Section 5.**<br>• **How has the delivery of this award achieved the desired impact outlined in Section 5.**<br>• **Progress report against project baseline.**<br>• **Satisfaction rate of children and young people.**<br>• **The voices of young people engaged in the project.**<br><br>**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**<br>• **Effective Stakeholder Engagement**<br>• **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**<br>• **All agreed Programmes delivered, achieving the intended outcome, within the timeframe agreed** |