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1.GUIDANCE AND INFORMATION LINKS

ALL FUNDING APPLICATIONS ARE SUBJECT TO THE ALLOCATION AND AVAILABILITY 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. 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	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 of which the **organisation must be an EA registered local voluntary youth organisation based in one of these council areas.***

EA Locality Areas	Council Areas
East Locality	**Belfast, Ards North Down, Newry Mourne & Down, Lisburn & Castlereagh**

4.MAXIMUM AVAILABLE AWARD

Max Available for the full funding period of this funding opportunity	£25,000
Max Available Award Year 1 (2025-2026)	£25,000*

**This is a programme budget allocation, any additional costs based on the planned international trip should be supported through fund raising by the organisation as part of the project.*

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, who are verified as registered with the Education Authority Youth Service as a Regional 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 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
Delivering on Assessed Need Response	20%	200	**50**
Proven Track Record Response	30%	300	**100**
Quality Assurance and Successful Delivery of the Funding Opportunity 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 ÷ £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

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:	• To provide evidence of the impact of youth work on the lives of children and young people • To provide evidence of the impact of voice of children and young people in decision making • 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	• 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: 11/7/25 10/10/25 9/1/26 17/4/26	

Annual Report	• End of year and end of project report provided to EA outlining:
	  • Number of young people supported
	  • Number of young people progressing against each youth work outcome
	  • Outline of innovative programmes and approaches that ensures the voice of children and young people influences decision making
	  • Numbers gaining accreditation at the relevant level if applicable
	  • Overall satisfaction rating for participants engaged in project
	  • Summary Qualitative evaluation feedback from participants
		Completed and submitted by 17/4/26	

Youth Work Priority: Raising Standards			
Area of Action	**Stakeholder Engagement**		
Why are we doing this:	• To ensure the views of EA children and young people 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 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	• Participation in quarterly project management meetings hosted by an EA representative with written information provided 2 weeks ahead of the agreed meeting date outlining;
	  • 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 with support if required from the EA Youth Officer for International Youth Work.
		Quarterly By
		
		30th June 2025
		
		30th September 2025
		
		30th December 2025
		
		30th March 2026	

Celebrating Success	• Achievements of children and young people celebrated and recognised through a celebration event at the end of the project • Production of a short film highlight the delivery and success programme which will be showcased as part of the celebration event	Achieved and Completed by 31/3/2026	

Youth Work Priority: Raising Standards			
Area of Action	**Stakeholder Engagement**		
Why are we doing this:	• To ensure the views of EA children and young people 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 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)
	• Good Practice identified and provided EA for sharing on the EA funding website		

Youth Work Priority: Raising Standards			
Area of Action	**Quality Assurance**		
Why are we doing this:	• To ensure quality services are delivered to meet the needs of children and young people • 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	• Ongoing quality assurance of support provided with improvements made to the delivery • Culture of continuous improvement fostered and evidenced within the 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:	• To ensure youth work staff and volunteers are aware of service opportunities open to children and young people • To increase the participation of children and young people voice in the decision-making process		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Promotion and recruitment of children and young people	• Recruitment of a minimum of 12 participants aged 14-18 years	Completed by 30th June 2025	

Youth Work Priority: Improving the Non-Formal Learning Environment			
Area of Action	**Participation**		
Why are we doing this:	• To enable children and young people to feel a sense of belonging and make a positive contribution to their society. • To reduce barriers to participation in Youth Services • To provide effective volunteering opportunities for children and young people • To increase children and young people's engagement in generic/non-targeted youth provision		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Stage 1: Explore Programme (Pre-Visit)	• Delivery of a pre-visit programme which: • *Explores Personal Identity of participants.* • *Individual Strengths and Skills of participants and group* • *Active Citizenship* • *Individual and Group values and beliefs* • *Develops team and working with others skills.* • *Explores local and Global issues to identify a social action for the programme important to participants*	Delivered over a minimum 6 weeks, delivered weekly Achieved and Completed before Stage 2	
Stage 2 – International Experience (Visit)	• Delivery of an international visit programme outside of the UK and the Island of Ireland which: • *Provides experiential learning for participants in a global context.* • *Personally challenges participants perceptions* • *Develops learning on how to work together in a range of situations.* • *Provides exchange opportunities with other children and young people from the international visit.*	Minimum 5-day International Visit	

Youth Work Priority: Improving the Non-Formal Learning Environment			
Area of Action	**Participation**		
Why are we doing this:	• To enable children and young people to feel a sense of belonging and make a positive contribution to their society. • To reduce barriers to participation in Youth Services • To provide effective volunteering opportunities for children and young people • To increase children and young people's engagement in generic/non-targeted youth provision		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
	• *Provide opportunities for participants to experience the culture of the international visit location*		

Stage 3 – Social Action (Post Visit)	• Delivery of post-visit programme which:
	  • *Develops increased awareness of local issues.*
	  • *Development and delivery of a social action project identified by participants because of their international experience.*
	  • *Provides the opportunity for participants to develop practical skills through a social action project.*
	  • *Critically reflects with each participant their personal progress since the start of the programme*
		Delivered over a minimum 6 weeks, delivered weekly
		
		Achieved and Completed by 31/3/2026	

Youth Work Priority: Improving the Non-Formal Learning Environment			
Area of Action	**Learn and Achieve**		
Why are we doing this:	• To provide regional participative structures which represents the voice of children and young people in Northern Ireland • To ensure the voice of children and young people influences decisions that impact within youth services, education, and government		
We will deliver: (Output)	**Outcomes** (Key Success Indicator)	**When** (Plan Year/s)	**Progress** (Colour Code and Narrative)
Accreditation	• As part of the programme all participants will achieve a minimum of OCNNI Level 2 Accreditation relevant to the theme of the international visit and/or social action project	Achieved and Completed by 31/3/2026	

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	• **Achieve the "Expected Standard" across areas of assessment for Moderation visits. A minimum of one Moderation visit per funding opportunity will be carried out by EA.**
Financial Verification & Receipting and Vouching	• **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** ▪ 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	• **Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates:** ▪ 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	• **Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates:** ▪ 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	• **Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates:** ▪ Target Outputs Achieved within the outlined timeframe ▪ Targeted Outcomes Achieved
Improving the Non-Formal Learning Environment	• **Delivery of all outputs within the timeframe provided within the specification providing evidence upon request to EA/During Moderation Visit(s) which demonstrates:** ▪ Target Outputs Achieved within the outlined timeframe ▪ Targeted Outcomes Achieved