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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
7. Youth Service Volunteer Strategy 2023-2029

2.FUNDING PERIOD

Start Date	1st April 2026
End Date	31st March 2029

3.DESIGNATED LOCAL VOLUNTARY YOUTH ORGANISATIONS TO BE SUPPORTED

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

Area
Support to all Voluntary and Statutory Youth Organisations Registered with the Education Authority on a Regional Basis

4.NUMBER OF AWARDS AVAILABILE

Number of awards (either as a single organisation or lead partner in a partnership) the Education Authority is seeking to deliver on this opportunity	1

5.MAXIMUM AVAILABLE AWARD

Max Available for the full funding period of this funding opportunity	£429,452.05*
Max Available Award Year 1 (2026-2027)	£140,631.39*
Max Available Award Year 2 (2027-2028)	£143,134.00*
Max Available Award Year 3 (2028-2029)	£145,686.66*

**Funding levels will be reviewed annually and are:*

- *Subject to budget from the Department of Education*
- *Subject to change as a result of partnership work*
- *Subject to changes based the DE review of Youth Work Policy*
- *Subject to the outcome of the Task and Finish Group on SEND*

This funding can only be used to support the delivery outlined in section 11. This award will as link and connect support to Regional Strategic Funded organisations to provide additional support on a sectoral basis for curriculum and workforce development on top of their requirements in the same area of workforce and curriculum. Services will be delivered to both statutory and voluntary youth organisations registered with the Education Authority on a regional basis.

Applicant organisations should read the draft partnership agreement in section 12 to fully understand the proposed operational arrangements for delivery of this award in partnership with the Education Authority.

6.PARTNERSHIP APPLICATIONS

The Education Authority welcomes partnership applications. As part of your application the option will be provided to make a partnership application. Should you choose this option you will be required to provide an outline of all partners involved and meet the associated essential criteria requirements which denotes expectations for responses from partnership applications.

7.APPLICATION ASSESSMENT CRITERIA WEIGHTING

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
EA Strategic Theme: Child and young person centred	20%	200	**50**
EA Strategic Theme: Delivering services based on need and through partnership	30%	300	**100**
EA Strategic Theme: Evidence informed	40%	400	**150**
Budget (see cost scoring methodology)	10%	100	N/A
Total	**100%**	**1000**	

8. ESSENTIAL CRITERIA - VIABILITY

The following criteria are essential requirements for all applications for this award that provide assurances to the Education Authority that appropriate governance, safeguarding, policy and tenure arrangements are in place to deliver on the award requirements.

Criterion	Minimum Grade Required
Organisations (including all partners in a collaborative application) are Registered Regional Voluntary Youth Organisation(s)	Active and Verified Registration with EA as a Regional Voluntary Youth Organisation
Organisations (including all partners in a collaborative application) are not part of any other collaborative application within the same funding ID	Single Applicant Organisations are not part of any other Regional Funding Application OR Any partner is part of any other application to the same Funding ID received by the Education Authority
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.	Yes Response required
(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, Signed & Dated
Application costs do not exceed the Maximum available award, outlined for this funding opportunity	Figures are equal to or less than the Maximum available award
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**	Confirmation that all applicant(s) associated with the application will deliver in line with these policies and frameworks

*All applicant organisations **must pass the Essential Criteria - viability** for their application to be considered for assessment.*

IMPORTANT NOTE: Applications who fail to meet the any of the areas in essential criteria will NOT be assessed by panels.

9.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

10.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.

11.FUNDED DELIVERY REQUIREMENTS IN PARTNERHIP WITH THE EDUCATION AUTHORITY

Regional Youth Development Plan Strategic Theme: Delivering Services Based on Need and through Partnership	
Regional Youth Development Plan Headline Goal(s)	• Overarching goal of delivering services based on need and through partnership
In Support of Regional Action Plan Actions	• A Framework and Model developed for partnership and/or collaboration in the delivery

Regional Youth Development Plan Strategic Theme: Evidence Informed	
Regional Youth Development Plan Headline Goal(s)	• Implementation of a Benefits Realisation Framework for youth work with established indicators to reduce bureaucracy and administration linked to reporting on delivery
In Support of Regional Action Plan Actions	• Implementation of the Benefits Framework outlined on page 24 for the delivery of EA statutory and EA voluntary funded youth work delivery • Quarterly Benefits Realisation Report for EA Funded Youth Work, including an evaluation of the impact delivery is making on the lives of children and young people and any recommendations to change delivery approach based on evidence presented

Regional Youth Development Plan Strategic Theme: Empowering all Our Staff	
Regional Youth Development Plan Headline Goal(s)	• Focus on developing the volunteer workforce in line with the Education Authority Youth Work Volunteer Strategy 2023-2029 to increase recruitment, improve retention and recognise and celebrate the role of volunteers

In Support of Regional Action Plan Actions	• Midway evaluation of the effectiveness of the EA Youth Service Volunteer Strategy 2023-2029 and any required revisions
	• Regional and local Volunteer Celebration and Recognition events programme
	• Sectoral Volunteer Partnership and Collaboration Group established to share practice and support the delivery of the Volunteer Strategy that meets termly
	• Delivery of a programme of activities and actions for EA statutory youth work volunteers and youth work volunteers engaged through community and voluntary settings in line with the Volunteer Strategy themes of:
	  • Promoting the youth work volunteer offer
	  • Welcoming and building a community of volunteers
	  • Minimising the expectations on youth work volunteers
	  • Celebrating the contribution of volunteers in youth work
	  • Nurturing leadership to support succession planning
	  • Strength based and volunteer centred approach
	  • Providing skills and immersive experiences for volunteers

Regional Youth Development Plan Strategic Theme: Empowering all Our Staff	
Regional Youth Development Plan Headline Goal(s)	• Implementation of a Youth Service Workforce Development Strategy that effectively provides curriculum resources and builds the capacity of workforce to meet the ongoing needs of our children and young people through universal, early intervention/ prevention and enhanced support programmes
In Support of Regional Action Plan Actions	• Sectoral training and curriculum needs assessment completed with paid and volunteer youth workers to inform a youth service sectoral workforce development strategy for training and curriculum resource development needs

Regional Youth Development Plan Strategic Theme: Empowering all Our Staff	
Regional Youth Development Plan Headline Goal(s)	• Implementation of a Youth Service Workforce Development Strategy that effectively provides curriculum resources and builds the capacity of workforce to meet the ongoing needs of our children and young people through universal, early intervention/ prevention and enhanced support programmes

In Support of Regional Action Plan Actions	• Development of a workforce development strategy that outlines:
	  • the staff training development priorities and standards
	  • the curriculum development priorities and standards
	  • capacity building to support the delivery of universal open access youth work based on the needs of children and young people
	  • capacity building to support early intervention or prevention youth work based on the needs of children and young people
	  • Support to effectively succession plan from level 1 to level 6 qualifications in youth work to support sectoral need and growth

Regional Youth Development Plan Strategic Theme: Empowering all Our Staff	
Regional Youth Development Plan Headline Goal(s)	• Implementation of a Youth Service Workforce Development Strategy that effectively provides curriculum resources and builds the capacity of workforce to meet the ongoing needs of our children and young people through universal, early intervention/ prevention and enhanced support programmes
In Support of Regional Action Plan Actions	• Implementation of a paid and volunteer youth worker staff training and development programme based on the training needs of the sector and children and young people, delivered directly by the Education Authority, in partnership with others or through Regional Development Funding/ Regional Strategic Funding

Regional Youth Development Plan Strategic Theme: Empowering all Our Staff	
Regional Youth Development Plan Headline Goal(s)	• Implementation of a Youth Service Workforce Development Strategy that effectively provides curriculum resources and builds the capacity of workforce to meet the ongoing needs of our children and young people through universal, early intervention/ prevention and enhanced support programmes
In Support of Regional Action Plan Actions	• Implementation of a curriculum development programme based on the needs of the sector and children and young people, delivered directly by the Education Authority, in partnership with others or through Regional Development Funding/ Regional Strategic Funding

12.DRAFT PARTNERSHIP AGREEMENT

This draft partnership agreement is only to demonstrate the partnership expectations as part of your application. This may be subject to change or review between the awarded organisation or partnership application and Education Authority before implementation but outlines in draft how this funded opportunity will be delivered jointly between the Education Authority and Voluntary Youth Work Sector Partner.

1. BACKGROUND

1.1. In line with the Education Authority Regional Youth Development plan, the Education Authority has sought the need to identify a youth work voluntary sector partner to develop, deliver and evaluate the following strategic themes, headline goals and actions:

Strategic Theme	Headline Goal	Regional Actions to Achieve Goal in 2026-2027
Delivering Services Based on Need and through Partnership	Overarching goal of delivering services based on need and through partnership	Continual critical self-reflection and evaluation of the effectiveness of processes and delivery of youth work in partnership with the community and voluntary sector, including stakeholder engagement
		A Framework and Model developed for partnership and/or collaboration in the delivery
		Pilot Delivery (including evaluation) in year one of partnership and collaboration regionally and locally
Empowering all Our Staff	Focus on developing the volunteer workforce in line with the Education Authority Youth Work Volunteer Strategy 2023-2029 to increase recruitment, improve retention and recognise and celebrate the role of volunteers	Midway evaluation of the effectiveness of the EA Youth Service Volunteer Strategy 2023-2029 and any required revisions
		Regional and local Volunteer Celebration and Recognition events programme *(Volunteer Strategy Theme: Celebrating the contribution of Volunteers in Youth Work)*
		Sectoral Volunteer Partnership and Collaboration Group established to share practice and support the delivery of the Volunteer Strategy that meets termly *(Volunteer Strategy Theme: A Shared Youth Work Sectoral Approach to Supporting Volunteers)*
	Implementation of a Youth Service Workforce Development Strategy that effectively provides curriculum resources and builds the capacity of workforce to meet the ongoing needs of our children and young people through universal, early intervention/ prevention and enhanced support programmes	Sectoral training and curriculum needs assessment completed with paid and volunteer youth workers to inform a youth service sectoral workforce development strategy for training and curriculum resource development needs
		Development of a workforce development strategy that outlines: • the staff training development priorities and standards • the curriculum development priorities and standards • capacity building to support the delivery of universal open access youth work based on the needs of children and young people • capacity building to support early intervention or prevention youth work based on the needs of children and young people • Support to effectively succession plan from level 1 to level 6 qualifications in youth work to support

Strategic Theme	Headline Goal	Regional Actions to Achieve Goal in 2026-2027
		sectoral need and growth
		Implementation of a paid and volunteer youth worker staff training and development programme based on the training needs of the sector and children and young people, delivered directly by the Education Authority, in partnership with others or through Regional Development Funding/ Regional Strategic Funding
		Implementation of a curriculum development programme based on the needs of the sector and children and young people, delivered directly by the Education Authority, in partnership with others or through Regional Development Funding/ Regional Strategic Funding

1.2. This agreement lays down the arrangements for the delivery of the programme in partnership between the Education Authority and the awarded partner (either as a single organisation or partnership of organisations)

2. PARTNERSHIP AIMS AND OBJECTIVES

2.1. The aim of this partnership is to deliver collaboratively on the actions noted with the Regional Youth Development Plan and Regional Action plan through joint Statutory and Voluntary delivery to meet in summary the following objectives:

1) To engage with the youth work sector to assess the workforce and practice needs of paid and volunteer youth work staff
2) To co-develop and co-author a workforce development strategy for consideration and approval by the Education Authority Board for paid and volunteer youth work staff
3) To co-develop and co-author an action plan, which is fully costed for the delivery of workforce development for the youth work sector
4) To co-develop and co-author an action plan, which is fully costed for the delivery curriculum development for the youth work sector
5) To develop, implement and evaluate partnership delivery of services between the voluntary and statutory youth work sector

3. TARGET DELIVERY REQUIREMENTS

3.1. The partnership targeted delivery relates to registered statutory and voluntary youth organisations, their paid staff and volunteers only.

4. PARTNERSHIP ACTIVITIES

4.1. Joint Local Statutory and Voluntary Responsibilities

In partnership the statutory and voluntary service provider will;

1) Assess and engage the youth work sector on their training and practice delivery needs

2) Develop a youth work practice and workforce development strategy for the sector, based on the identified need through engagement with the sector

3) Based on the youth work practice and workforce strategy, develop and implement an action plan for the delivery of training and workforce development

4) Based on the youth work practice and workforce strategy, develop and implement an action plan for the delivery of curriculum development to support the sector to meet the needs of children and young people

5) Work together to support, or seek external support, to meet the objectives of the strategy and action plans

6) Develop jointly a framework for partnership and collaboration between statutory and voluntary youth work providers, including the evaluation of the effectiveness of partnerships.

7) Jointly report on the benefits of the partnership delivery, youth work practice and workforce development under the agreed reporting arrangements

4.2. Education Authority Service Responsibilities

The Education Authority will;

1) Identify a lead statutory senior youth officer for co-delivery of the programme.

2) Ensure that in the event of staff absence owing to change management or medical leave that cover is provided by the organisation to ensure continued delivery of the programme.

3) Comply with Education Authority procurement processes, including budget monitoring and reporting

4) Will lead on the engagement and support of statutory sector staff and units to meet the objectives of the partnership

5) Subject to approval and availability of budget, the Education Authority will provide directly or through the partnership the budget resourcing for the agreed and approved delivery plan.

4.3. Lead Voluntary Partner Responsibilities

The Voluntary Partner Organisation will;

1) Appoint/Identify a lead voluntary staff member for co-delivery of the programme at Senior Youth Officer Grade

2) Ensure that in the event of staff absence owing to change management or medical leave that cover is provided by the organisation to ensure continued delivery of the programme.

3) Will lead on the engagement and support of voluntary sector staff and units to meet the objectives of the partnership

4) Comply with the terms and conditions laid out in the letter of offer for grant aid assistance including financial reporting requirements.

5. MONITORING AND REPORTING

5.1. Voluntary funded partner(s) will be subject to the Education Authority's moderation and monitoring arrangements for grant aid assistance.

5.2. Both the statutory and voluntary partner will jointly report on the benefit framework agreed as part of the project, and/or identified in line with the strategy and subsequent action plans developed.

6. DATA SHARING

6.1. Although the implementation of the project is public, information exchanged in the context of between the Education Authority and voluntary partners will remain confidential.

6.2. Except for beneficiary information, no information collected by the Education Authority will be "Subject Data". Beneficiary information will be collected in line with the Education Authority's duty to discharge its public task, and any data held will be in accordance with the Education Authority's privacy statement available here.

6.3. Each partner will ensure it complies with the requirements of all legislation in force relating to the use of personal data and General Data Protection Regulation. (GDPR)

6.4. Partners will notify the Education Authority of any security threats, risks, incidents, data breaches and data protection impact assessments relating to implemention of this project and its beneficiaries.

7. SAFEGUARDING AND CHILD PROTECTION

7.1. It is everyone's duty to safeguard our children and young people and with respect to safeguarding and child protection, DUAL REPORTING in line with each organisations process will be in place for the programme, for all beneficiaries regardless of if engaged by the Education Authority or the Voluntary Partner, or both.

7.2. Safeguarding and child protection processes must be compliant with the Department of Education Circulars (2012/19, 2013/01) and current guidance contained with Annex E guidance for youth settings (and any subsequent update) of the Department of Education's Safeguarding and Child Protection in Schools.

8. PROCUREMENT AND BUDGET ASSOCIATED WITH THE PARTNERSHIP

8.1. Voluntary Partner will be provided up front an allocation for Salaries and Management fee which can be used as outlined in the letter of offer.

8.2. Approval of any agreed budget to support the delivery of the final strategy and subsequent action plans will rest with the Education Authority, including the option to directly provide additional funds to the voluntary partner, provided the funding is used within the restricted nature of partnership activities.

8.3. Procurement of programme materials, activities, tutors, residentials, programme costs, transport and travel will be centrally procured through the Education Authority's procurement process and

provided to directly to support the programme of work, which has been approved by the Education Authority.

9. PUBLICITY, COMMUNICATION, SOCIAL MEDIA AND BRANDING

9.1. All partners will ensure promotion of the partnership both towards potential organisations, beneficiaries and towards the public.

9.2. Each partner will comply with all publicity, communication and branding obligations for the Education Authority and the Partner Organisation, including any branding guidelines developed for and because of the partnership.

9.3. Each partner will ensure they have the necessary permissions in place for the sharing of participant images and the relevant channels they are shared through.

9.4. Each partner will ensure that any communication is transparent, unbiased, professional and above reproach, to reduce risk of reputational damage to Voluntary Partner organisation(s) and the Education Authority.

10. GOVERNANCE OF THE PARTNERSHIP AGREEMENT

10.1. The delivery of this partnership will be overseen by a sectoral advisory group who will provide advice, support, guidance, direction and scrutiny of delivery to the partnership (EA Statutory and Voluntary Partner)

10.2. Decisions related to funding and budget to support delivery of the partnership will rest with the Education Authority

11. WITHDRAWAL FROM THE PARTNERSHIP AGREEMENT

11.1. A partner will be entitled to withdraw from the programme provided that one month's notice has been given to the Education Authority and provided that the Education Authority approves and consents to such withdrawal.

11.2. In the event the that the Voluntary Partner withdraws from the programme, and in the interests of supporting the sector, the Education Authority will continue the delivery offering and reserves the right to identify a new partner.

11.3. If a partner wishes to withdraw, they will be obliged to return all funds that correspond to incurred costs that have not yet been delivered against this agreement.

12. FINANCIAL CONTRIBUTIONS

12.1. Each partner is responsible for guaranteeing a sound financial management of its budget in line with approved funding allocation with regarding eligible expenditure and procurement.

13. DISCLAIMER

13.1. It should be noted that by signing this document or by participating in this partnership agreement, the partners are not committing to legally binding obligations. It is intended that the partners remain

independent of each other and that their collaboration and use of the term 'partner' does not constitute the creation of a legal entity, nor authorise the entry into a commitment for or on behalf of each other.

13.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 and Monitoring	• Maintain a minimum level of "Standards Met" through Moderation visits carried out by an EA Officer. 1 Moderation visit will be carried out by EA per annum. • Maintain a minimum level of "Standards Met" through Monitoring visits carried out by an EA Officer. 1 Monitoring visit will be carried out by EA per annum.
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 • Over £5,000 to £30,000 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 • Over £30,000 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)
Reporting	• Reporting tasks completed accurately and submitted within the given deadlines • Annual Report submitted