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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 2027

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
Development of Church Based Local Voluntary Youth Organisation Members Support on a regional denominational basis

4.NUMBER OF AWARDS AVAILABILE

Number of awards the Education Authority is seeking to deliver on this opportunity	MAX 1 per denominational basis

5.MAXIMUM AVAILABLE AWARD

Max Available for the full funding period of this funding opportunity	£63,026.66*
Max Available Award Year 1 (2026-2027)	£63,026.66*

**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.

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

Regional Youth Development Plan Strategic Theme: Delivering Services Based on Need and through Partnership	
Regional Youth Development Plan Headline Goal(s)	• Based on available resources secure adequate, accessible universal youth provision for all children and young people to provide open access at the right time and in the right place

To assess and develop the sectoral area in support of the Headline Goal	• Clearly identify and establish the membership on a denominational basis
	• To assess the eligibility and readiness of designated local voluntary youth organisations identified to comply with EA registration standards of:
	  • *Each designated local voluntary youth organisation has entered a membership arrangement with you as a Regional Voluntary Youth Organisation as the sole provider of their strategic support if funded by the Education Authority to deliver the services*
	  • *Each organisation delivers youth work in line with the model for effective practice*
	  • *Each organisation delivers youth work in line with the Youth Work Policy Priorities for Youth: Improving the lives of children and young people*
	  • *Each organisation has appropriate safeguarding policies, trained staff and practices in place, in line with DE Circulars and Guidance, and are reviewed regularly*
	  • *Each organisation is Bonafide and have appropriate governance in arrangements in place for the delivery of youth work*
	  • *Each organisation has in place appropriate health and safety arrangements, including insurance for the delivery of youth work activities*
	• To capture and compile a member census which contains the following:
	  • *Organisation Name (in line with the name on their governance documentation)*
	  • *Organisation Address*
	  • *Organisation Postcode*
	  • *Main Contact Person*
	  • *Main Contact Person Email Address*
	  • *4-8 Year Registered Youth Membership*
	  • *9-13 Year Registered Youth Membership*
	  • *14-18 Year Registered Youth Membership*
	  • *19-25 Year Registered Youth Membership*
	  • *Number of Part-time Paid Staff funded by EA*
	  • *Total Number of Part-time Paid hours per week funded by EA*
	  • *Number of Full-time Paid Staff funded by EA*
	  • *Total Number of Full-time Paid hours per week funded by EA*
	  • *Number of Volunteers*
	  • *Total Number of Volunteer Hours Per Week*

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
To assess and develop the sectoral area in support of the Headline Goal	• To identify the volunteer development needs of the designated member organisations in line with the Education Authority Volunteer Strategy and its strategic themes: • *Theme 1: Promoting the Youth Work Volunteer Offer* • *Theme 2: Welcoming and building a community of Youth Work Volunteers* • *Theme 3: Minimising the expectations on Youth Work Volunteers* • *Theme 4: Celebrating the Contribution of Volunteers in Youth Work Delivery* • *Theme 5: Nurturing Leadership* • *Theme 6: Strength Based and Volunteer Centred Approach* • *Theme 7: Providing Skills and Immersive Experiences for Youth Work Volunteers* • *Theme 8: Shared Youth Work Sectoral Approach to Supporting 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
To assess and develop the sectoral area in support of the Headline Goal	• To identify the volunteer and paid staff practice and workforce development needs

12.CONDITIONAL OFFER STAGE PLAN SUBMISSION

Successful applicant organisations will be invited to submit a delivery plan in line with the delivery requirements outlined in section 11, including that all actions proposed are in line with the Youth Work Curriculum, Youth Work Policy, Regional Youth Development Plan and Regional Action Plan. Anything outside of this scope will not be considered.

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