
ea
Education Authority
Registration & Generic/Non-Targeted Funding
Guidance for Local Voluntary Youth Organisations 2026-2027
What You Need To Know

Agenda

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02 Stage 1 – Registration with EA

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What is Generic Non-Targeted Funding?

Funding Stream Explained

Education Authority

What is Generic/Non-Targeted Funding?

This funding is for Youth Work delivered by volunteers

Who is Eligible to apply?



Voluntary Youth programmes delivered solely by Volunteers

All Education Authority registered Local youth organisations whose youth work is **delivered by volunteers** for example, uniformed organisations, church-based organisations, with young people aged 4-25 years.

When is the Funding Available?



Funding is Allocated Each Year Through Annual Application

Funding is for one year The level of funding available will be based on how many young people attend the provision, total hours of programme provided and the number of weeks of operation.

What can I use the funding for?

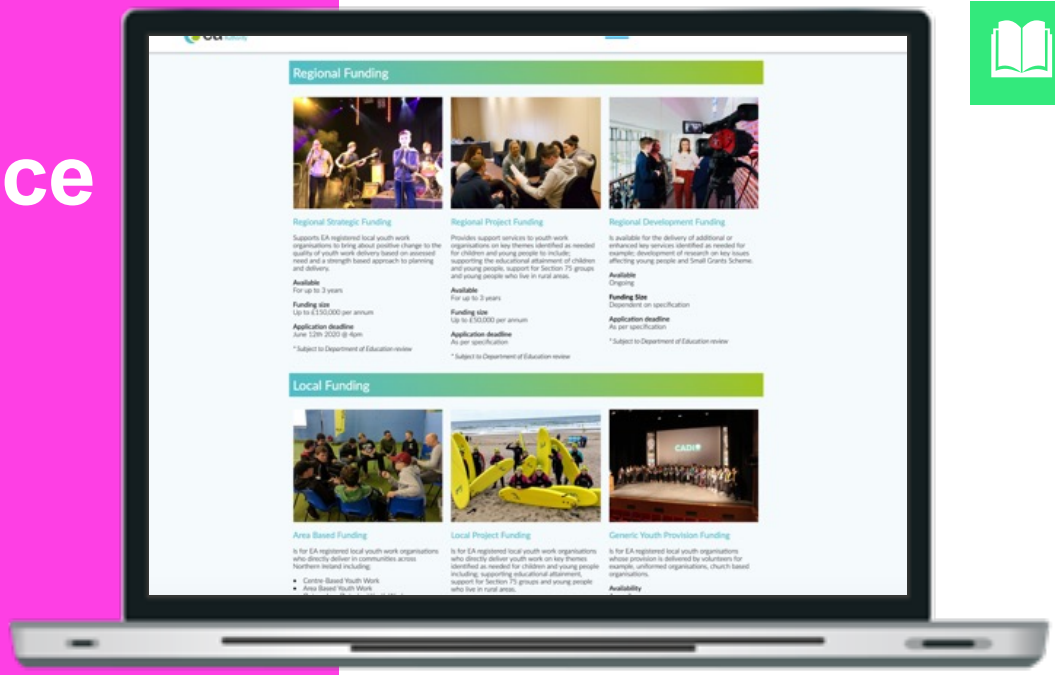


Delivering your Volunteer Led Youth Work Programme

You can use this funding for programme costs and a contribution to your running costs. Full information around Eligible and Ineligible costs can be found at:
Terms and Conditions Here

More info on all Funding

Dedicated ea Youth Service Funding Website



More detailed information about all our funding schemes is available online at

www.eanifunding.org.uk

We have a dedicated website for youth service funding on the This can be accessed at the address below.

www.eanifunding.org.uk

Registration and Application Process 2026-2027

STAGE	What You Need to Do
1	Complete your annual re-registration or register for the first time with the Education Authority. If you are a NEW organisation, Stage 2 doesn't apply.
2	If you are currently in receipt of Generic/Non-Targeted Funding for 2025-2026, complete your annual report and upload your completed income and expenditure report on the funding portal.
3	Complete your Online Application Form for Generic Non-Targeted Funding through the online Funding Portal.

Stage 1 – Registration with EA

For First Time Registrations or Annual Registration

Education Authority

Benefits of Registration with EA

- EA Outdoor Learning Centres at reduced rates
- No need to provide additional compliance evidence when applying for relevant funding streams
- Local Voluntary Youth Organisations qualify for support from a Regional Strategic organisation
- You can apply for capital funding via the Department of Education
- Easier access to additional funding opportunities, such as *T:BUC Camps Programme* and *Intervention* funding

Annual Registration is each Year in April and open all year round to new organisations

New Registration Process

Step 1: Expression of Interest

Express your interest to Register with Education Authority via the online form

Register with EA – EANI Funding

Education Authority will process your form and allocate a staff member to complete the registration process with you.

Step 2: Follow-up Information

Submit any documentation requested by your allocated EA staff member. This may include safeguarding policies and governing document.

Your allocated contact will arrange a suitable time for a Verification Visit and review the additional documents beforehand.

Step 3: Verification Visit

The Verification Visit will take place at the agreed time and venue.

Your allocated contact will provide you with feedback before leaving the venue and submit a written report to recommend or not recommend registration as a Voluntary Youth Organisation.

Step 4: What's Next?

If recommended:

Account created and registration confirmed, giving you access to the funding portal

If not recommended:

Support will be co-ordinated if you wish to address the issues raised

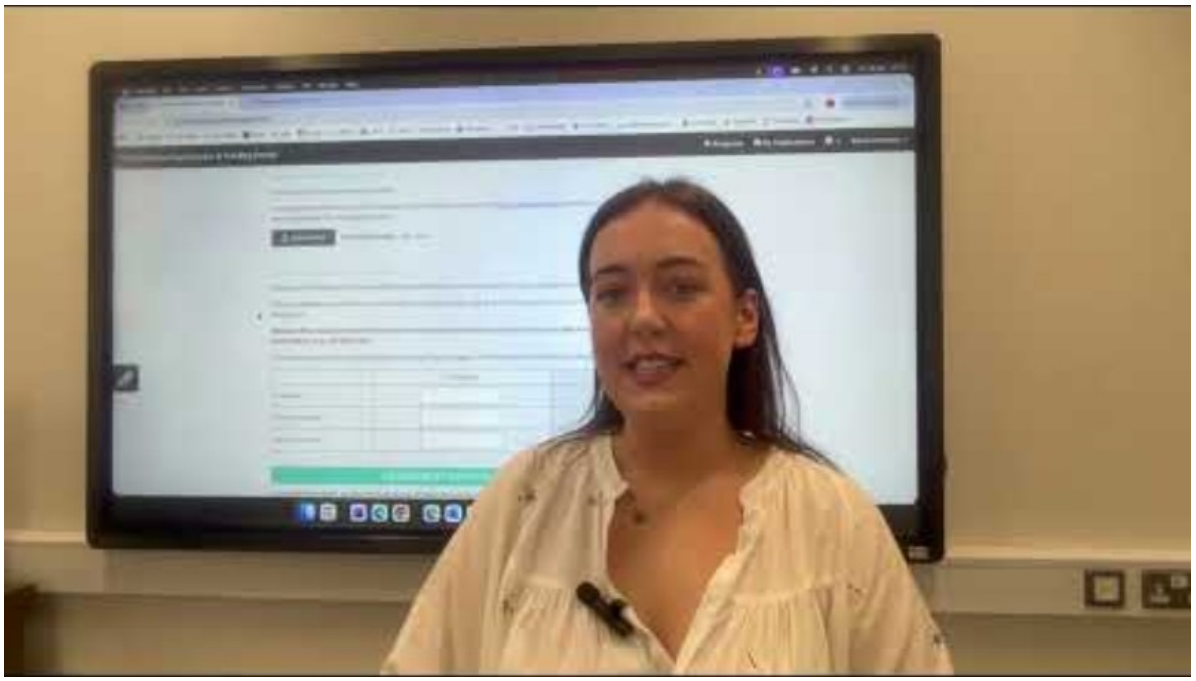
Annual Re-registration

- Annual re-registration is required by every organisation, both Local and Regional, to ensure our reporting to the Department of Education is accurate for the current year. Registration data provides an overview the number of registered organisations, the number of young people (membership) they support and an overview of staffing/volunteer levels across the sector.
- Annual re-registration is also required for Statutory units.

Please Note: The questions asked at registration will differ, based on your registration type.

Any organisation applying for Generic/Non-Targeted Funding must be registered as a Local Voluntary Youth Organisation.

Annual Re-Registration



All reports are subject to an EA Verification check, and we may request your original receipts. These should be retained for Auditing purposes.

Play Demonstration Film – How to Complete Registration

Stage 2 – Completing End of Year Report 2025-2026

If currently in receipt of 2025-2026 Generic/Non-Targeted Funding

Education Authority

This only applies to Organisations in receipt of Generic/Non-Targeted Funding in 25/26

Annual Report

Once your organisation has registered and all reporting tasks have been completed, you can then create a new GNT application for 2026-2027 on the funding portal.

Report Section	What will I need to Provide
Membership Breakdown	Provide the number of young people, by age band, who availed of the Generic/Non-Targeted provision during this funding period.
Engagement Framework Information	Provide the number of young people per stage on the engagement framework based on your membership.
Actual Funding Used	Provide details of how much of your 2025-2026 funding award you spent. Do not use £ or , within your response. See the example in the video below.
Income and Expenditure	Upload a copy of your completed income and expenditure report (provided with your letter of offer and available on the EA website) for the 2025-2026 period.

All reports are subject to an EA Verification check, and we may request your original receipts. These should be retained for Auditing purposes.



Play Demonstration Film – How to Complete Your Annual Report

Income and Expenditure Form (I&E)

The template can be found on the EA website along with the Terms and Conditions for Use of Generic Non/Targeted Funding – EANI Funding

All information must be completed in full to include Payee Supplier Name, Invoice date, Invoice number or Receipt, Item Description and Total Cost, making sure you also include Youth Club Name and amount of funding received. At the bottom of the I&E form, detail the total expenditure, underspend if applicable, sign and date.

Education Authority - Income and Expenditure Claim Form
Schedule of Payments by Budget Heading

Youth Club Name		**Cost Centre**	
Funding Strand	**Generic/Non-Targeted**	**URN NUMBER**	
Total Funding received	**£**		
Claim Period	**01/4/2024 to 31/03/2025**		

ELIGIBLE GENERIC/NON-TARGETED COSTS - Please ensure you reference the Terms and Conditions booklet that was sent with your letter of offer before completing the below as anything submitted on this form that is ineligible will be disallowed

If this form is not fully completed with the information required below, it will be returned to your organisation, and this will delay payment of future funding.

Organisaton to complete	*Organisaton to c omplete*	*Organisaton to com plete*	*Organisaton to complete*	*Organisaton to c omplete*	*EA Office Use onl y verification*	*Formula do no t override*
Payee Supplier Name – Who the goods were purchased from	**Invoice Date dd/mm/yyyy**	**Invoice Number or Receipt**	**Item Description - Please ensure you give adequate details of the items purchased.**	**Total Cost (Incl. VAT)**	**EA Vouched**	**EA Not Vou ched**
						£0.00
						£0.00
						£0.00
						£0.00
						£0.00
						£0.00
						£0.00

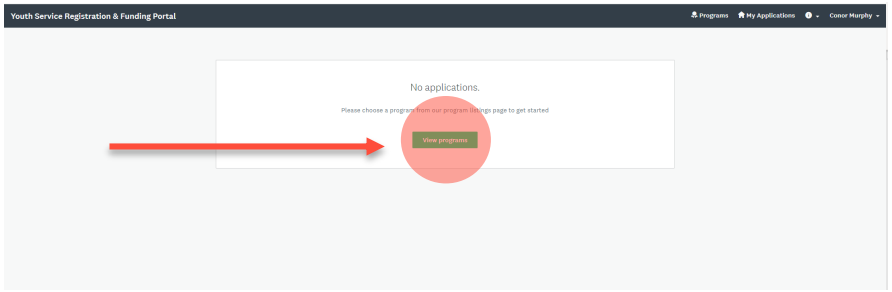
Stage 3 – Completing a 2026-2027 Application

For Generic Non-Targeted Funding

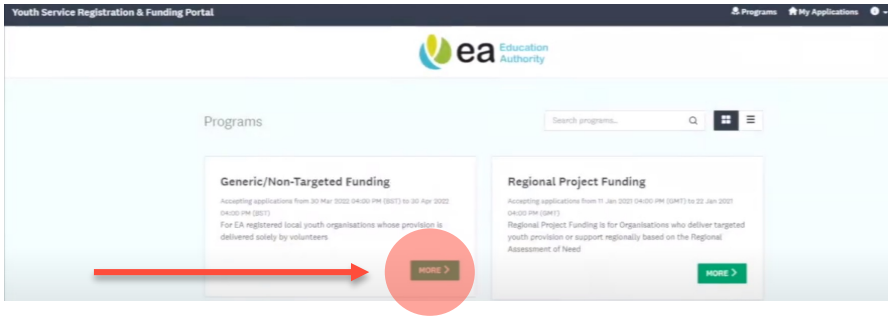
Education Authority

How to create a new Generic/Non-Targeted application

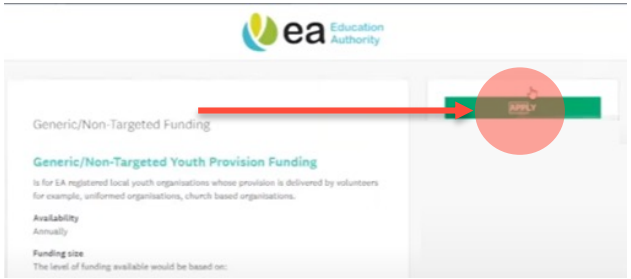
1. Go to the “Programmes” page by selecting this icon.



2. Go to the “Generic/Non-Targeted Funding” page by selecting this icon.



3. Open an application by selecting the “Apply” icon.



GNT Application 2026-2027

If you are a newly registered organisation or you have just completed your annual report for 2025-2026, you can select the Generic/Non-Targeted funding Stream and start a new application for 2026-2027 through the funding portal.

Question	Descriptor
Total Registered Membership	Total number of members currently registered with your organisation i.e. someone who has completed a membership registration form.
Total Number of Operational Weeks Per Year	Total weeks of programme delivery between 1 April and 31 March.
Total Hours of Programme Provided Per Week	Weekly face to face hours of programme delivery (not including setup and takedown)
Total Average Attendance	Total attendance divided by number of operational weeks
Essential Checks	Bank Account / Safeguarding / Governance

All applications may be subject to an EA Verification Check, and we may visit or contact you to verify the accuracy of information provided on your application form as part of our Audit Process.

Membership and Attendance Information

Total Registered Membership

Total number of members currently registered with your organisation i.e. someone who has completed a membership registration form.

(No response)

Total Number of Operational Weeks Per Year

Total weeks of programme delivery between 1 April and 31 March.

(No response)

Total Hours of Programme Provided Per Week

Weekly face to face hours of programme delivery (not including setup and takedown)

Examples

Example	Enter as
1 hour 15 minutes	1.25
1 hour 30 minutes	1.50
1 hour 45 minutes	1.75
2 hours	2.00

(No response)

Total Average Attendance

For example -

- Total weeks operational = 40 weeks
- Total attendance over operational weeks = 1000 attendances
- **Average weekly attendance** = **25**

Total Attendance (1000) divided by Number of Operational Weeks (40) = 25

0

Application, Assessment & Award Timeline

For 2026-2027 Generic Non-Targeted Funding

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2026-2027 Generic/Non-Targeted Timeline

