

Local Voluntary Youth Organisation Registration 2020-2021

Organisation & Contact Details

Name of Organisation			
Registered Address of Premises			
Local Area Council		Postcode	
Website Address (if applicable)			
If your organisation is registered with a Regional Voluntary Youth Organisation (RVYO), please nominate the RVYO who provides your organisation with support for the delivery of quality youth work.	You only nominate one organisation		

Main Contact Details

Main Contact Name			
Main Contact Address			
Local Area Council		Postcode	
Email Address*			
Telephone Number		Mobile Number	

**The e-mail address provided will be the main contact address for correspondence from EA Youth Service.*

Management Committee/Organisational Leadership Information

Chairperson (or equivalent member of organisation leadership)

Title		First Name		Surname	
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Honorary Treasurer (or equivalent member of organisation leadership)

Title		First Name		Surname	
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Honorary Secretary (or equivalent member of organisation leadership)

Title		First Name		Surname	
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Leader in Charge (or equivalent member of organisation leadership)

Title		First Name		Surname	
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EA must be informed in writing of any changes to the above membership.

Insurance/Health & Safety

All buildings must comply with current Health & Safety and Fire regulations. Please confirm your youth organisation has adequate insurance cover for activities undertaken and for staff employed.

YES

NO

Safeguarding & Child Protection

Youth Groups must submit a copy of their child protection policy. Your Child Protection policy must outline procedures for recruitment and criminal record background checks in line with [DE Guidance](#).

Enclosed

Groups are advised that it is an offence to knowingly employ a person who has been disqualified from working with children and young people.

Adults at Risk from Harm and Adults in Need of Protection

If your youth organisation delivers direct youth work to and with young people aged 18-25 years you must submit your policy for [Adults at Risk from Harm and Adults in Need of Protection](#). ([Click here for easy read](#))

Enclosed

Curriculum Delivery

Please confirm that your youth organisation works to deliver '[Youth Work: A Model for Effective Practice](#)'?

YES

NO

Youth Work Policy

Please confirm that your organisation delivers youth work in line with the DE Policy '[Priorities for Youth Improving Young People's Lives Through Youth Work](#)'

YES

NO

Engagement with Young People

Please provide the total annual membership (4-25 years) of your youth organisation

Bank & Accounting Procedures

Please confirm your youth organisation has a bank account in the name of the group with at least two unrelated signatories

YES

NO

Data Protection Statement

Any personal data collected as part of this registration/application process will be used for the purposes of administering the EA Youth Service Funding Scheme and to inform youth groups of other funding opportunities which may arise during the year. Further details of how the EA uses personal data are available on the EA's Privacy Notice at www.eani.org.uk/about-us/privacy.

Declaration

By signing below, you are confirming that the information provided in this application is accurate and you are providing a statement of assurance that the organisation is in compliance with the January 2014 Disclosure and Barring Procedures as described in the DE Guidance. **(To be signed by the Chairperson or relevant leadership on behalf of the Management Committee)**

Print Name

Signature

Date

Return Registration form to: **EA Youth Service, Armagh Office, 3 Charlemont Place, The Mall, Armagh**