

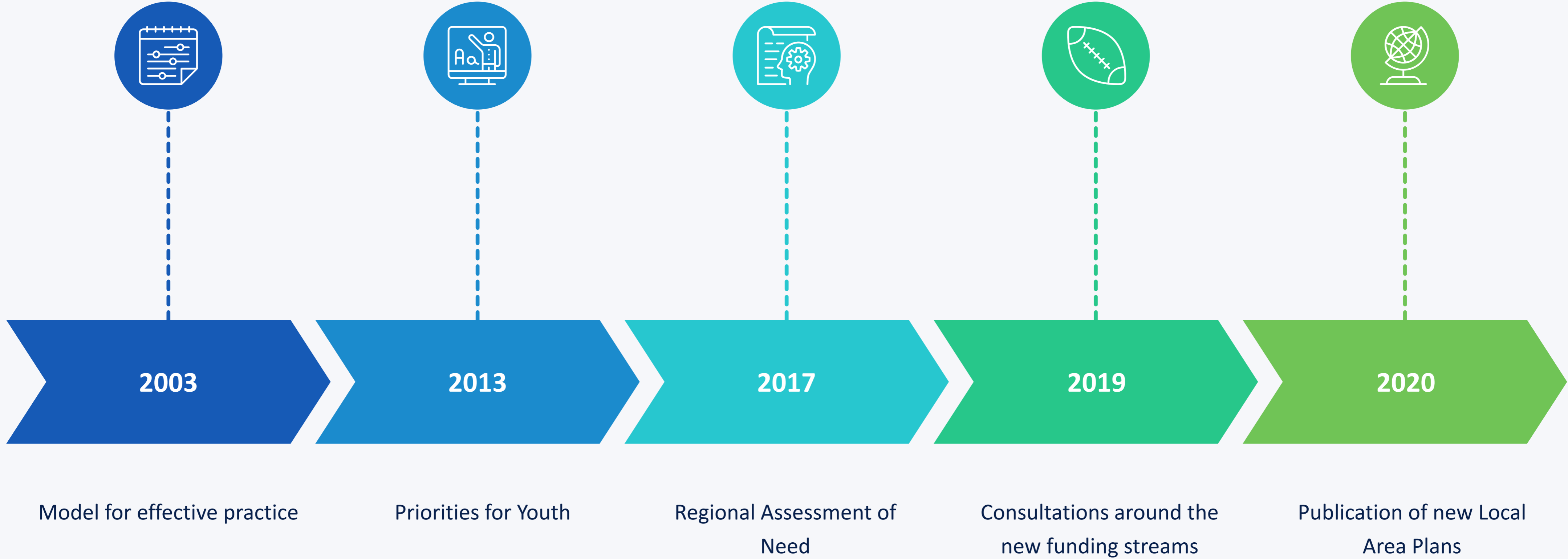


youthlink



FUNDING WORKSHOP

Funding Transition Timeline



Online Account & Registration Guidance



How Do I Register as a Local Voluntary Youth Organisation with the Education Authority Youth Service?

Registration is an annual process and is open all year round. You can do this online or by downloading a paper version and returning it to the address on the form (hard copies included in packs).



What are the Benefits of EA Registration?

As a Registered Local Voluntary Youth Organisation you can apply for EA funding across the three local strands which include:

- Area Based
- Project
- Non-Targeted/Generic Youth Provision

Online Account & Registration Guidance



You can also apply for Capital Funding via the Department of Education.

Additional Benefits of Registration with EA Youth Service:

- EA Outdoor Learning Centres at reduced rates (handout included in packs)
- No need to provide additional compliance evidence when applying for relevant funding streams
- Easier access to additional funding opportunities, such as *T:BUC Camps Programme* and *Intervention* funding

Further information is available on the main EA website



Registering with EA Youth Service:

EA Youth Service provides two ways to register. Clicking Register Online via www.eanifunding.org.uk website is the fastest and easiest way to register and access funding. However, if you prefer to complete your registration on paper you can download a copy of the form (copies included in packs).

Online Account & Registration Guidance



How do I register as a Regional Voluntary Youth Organisation with the Education Authority Youth Service?

Registration is an annual process and is open all year round. You can do this online or by downloading a paper version and returning it to the address on the form (hard copy available if required).



What are the Benefits of EA Registration?

You can apply to EA Youth Service for Regional Strategic Funding.



Registering with EA Youth Service

EA Youth Service provides two ways to register. Clicking Register Online via www.eanifunding.org.uk website is the fastest and easiest way to register and access funding. However, if you prefer to complete your registration on paper you can download a copy of the form (copy available on request).

What is the process of registration for new groups?



Organisations complete the registration form online or request a paper copy for submission (copy included in packs).

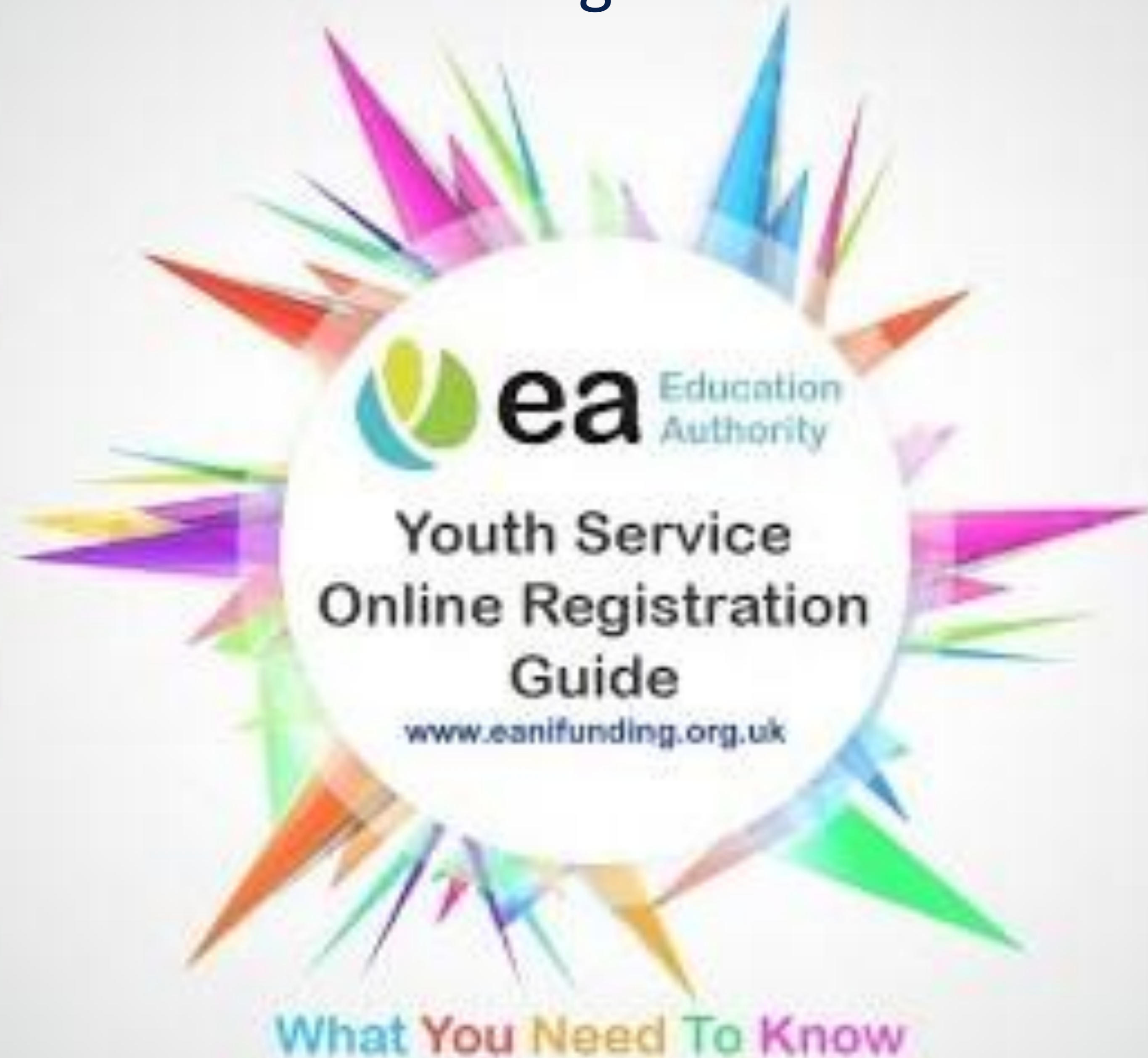


EA Children and Young People's Services will approve Child Protection Policies and where applicable Adults at Risk from Harm policies.



Your organisation to verify your youth work delivery model. Likely, a visit will follow to your group etc. Following approval, the group will be considered for funding.

Online Account & Registration Guidance



Local Funding

1

Area based funding

Centre-Based Youth Work
Area Based Youth Work
Outreach or Detached Youth Work

2

Local Project Funding

Local youth work organisations who directly deliver Youth work on key themes;

- Supporting educational attainment
- Support for Section 75 groups
- Young people who live in rural areas

3

Generic Youth Provision Funding

EA registered local youth organisations whose provision is delivered by volunteers for example, uniformed organisations, church based organisations.

Local Area Based Funding

Who is eligible	Groups with a proven track record of quality local youth work delivery with the specified area.
What can be funded?	This funding will be for the essential direct delivery of local youth work for example; <ul style="list-style-type: none">• Centre-Based Youth Work• Area Based Youth Work• Outreach or Detached Youth Work
Funding timeline	Specifications will be publicly advertised on the EA website. There will be availability of up to 3 years funding and up to an annual maximum of £130,000.
What can the funding be used for?	<ul style="list-style-type: none">• Staffing Salaries• Programme Development• Overheads

Local Project Funding

Who is eligible	All EA registered youth organisations who deliver direct services to young people will be eligible to apply.
What can be funded?	<ul style="list-style-type: none">• The educational attainment of children and young people• Young people who are disadvantaged, vulnerable, or at risk of social exclusion• Young people engaged in risk taking behaviour• Young people who live in interface areas• Not in, or who are at risk of disengaging from, education, employment or training• Young people with additional needs, in care, young carers and young parents• Young people who are gay, lesbian, bisexual and transgender• Young people from the Traveller Community• Young people who live in rural isolation
Funding timeline	Specifications will be publicly advertised on the EA website. There will be availability of up to 3 years funding and up to an annual maximum of £30,000. This is subject to ongoing review in collaboration with the Department of Education.
What can the funding be used for?	<ul style="list-style-type: none">• Staffing Salaries• Programme Development• Overheads

Generic/Non-Targeted Youth Provision Funding

Who is eligible	All EA registered youth organisations whose youth work is delivered by volunteers for example, uniformed organisations, church based organisations.
What can be funded?	The level of funding available will be based on: <ul style="list-style-type: none">• the hours of programme delivered• average attendance of young people.
Funding timeline	When Will This Funding Be Available? Funding is for one year and applications will be publicly advertised annually on the EA website. (Open January each year)
What can the funding be used for?	<ul style="list-style-type: none">• Heat and Light• Insurance• Curriculum Materials (No staffing costs allowed)

Non-Targeted/Generic Funding - Application Form (2 pages)

- Youth Programme and Attendance
- Total hours of programme provided per week (must be face to face delivery)
- Additional section to add in any additional hours above generalist provision (i.e. residential weekends etc)
- Total weeks of programme provided per year
- Average sessional attendance
- Total membership

Funding amount allocated to each group/organisation will be based on Number of Applications / Number of hours face to face delivery / Number of young people (ages 4-25).

Regional Funding

4

Regional Strategic Funding

Supports EA registered local youth work organisations to bring about positive change to the quality of youth work delivery based on assessed need and a strength based approach to planning and delivery

5

Regional Project Funding

Provides support services to youth work organisations on key themes identified as needed for children and young people to include; supporting the educational attainment of children and young people, support for Section 75 groups and young people who live in rural areas.

6

Regional Development Funding

Is available for the delivery of additional or enhanced key services identified as needed for example; development of research on key issues affecting young people and Small Grants Scheme.

Regional Strategic Funding

Who is eligible	All Regional Voluntary Youth Organisations registered with the Education Authority Youth Service, with proven track record of supporting EA registered local youth organisations in the delivery of quality youth work are eligible to apply.
What can be funded?	<ul style="list-style-type: none">• Governance;• Curriculum;• Representation and Collaboration;• Workforce Development;• Safeguarding & Child Protection;• Quality Assurance;• Youth Work Outcomes;
Funding timeline	Specifications will be publicly advertised on the EA website in the month of April 2020. There will be availability of up to 3 years funding with an annual maximum of up to £150,000.
What can the funding be used for?	You can use this funding for core costs associated with the following; <ul style="list-style-type: none">• Staffing Salaries• Programme Development• Overheads

Regional Project Funding

Who is eligible	Organisations who provide quality support services to youth organisations on key themes identified within the; EA Regional Assessment of Need <i>and</i> The Regional Youth Development Plan
What can be funded?	<p>This will be detailed in each specification and could include; Research development Curriculum Development Evaluation and Quality Assurance Measurement of Impact Workforce Development</p> <p>Key themes will be identified such as; supporting youth services that will ensure the educational attainment of children and young people supporting youth organisations who work with children and young people from Section 75 groups supporting youth organisations who work with young people who live in rural isolation supporting the development of CRED and Shared Education</p>
Funding timeline	Specifications will be publicly advertised on the EA website. There will be availability of up to 3 years funding and an annual maximum of up to £50,000
What can the funding be used for?	Staffing Salaries Programme Development Overheads

Regional Development Funding

Who is eligible	Development funding will be available based on assessed need and to organisations who can deliver additional or enhanced key services, as detailed in the Regional Youth Development Plan.
What can be funded?	Is available for the delivery of additional or enhanced key services identified as need for example; <ul style="list-style-type: none">• Delivery of key elements of The Network For Youth• Development of Research on key issues affecting young people• Development of The Small Grants Scheme
Funding timeline	Specifications will be publicly advertised on the EA website when available
What can the funding be used for?	<ul style="list-style-type: none">• Staffing Salaries• Programme Development• Overheads

Registration/Application Timeline



Registration Process Open
Via Online Application or
Download Paper version

Applications Open for
ALL themes

Closing Date for Stage 1
Applications

- Local Area Based Funding
- Regional Strategic Funding

Closing Date for ALL
Applications (including
Stage 2 Applications for
Local Area Based &
Regional Strategic Funding)

Groups Notified if
successful or not

Good Governance

What are the key policies that need to be in place for compliance?



• Health and Safety

01



• Insurance

02



• Child Protection

03



• Adults at Risk From Harm

04

EA will use the policies noted by you to assess your governance arrangements. The baseline for this would refer to the compliance required for the Charities Commission.

05

06

Policies & Procedures listed in Application Form for both Local & Regional Funding

You are required to tick which ones you have in place or which ones are N/A.
Also a space is provided for any additional policies you have in place but are not listed

01 Strategic/Operational Plan

02 Procurement/Tender Procedures

03 Equal Opportunities

04 Fair Employment

05 Disability Discrimination

06 Age Discrimination

07 Fraud Policy

08 Health & Safety Policy

09 Information Asset Policy

10 Employer & Public Liability

11 Adults at Risk

12 Child Protection or Safeguarding

Policies & Procedures listed in Application Form for both Local & Regional Funding

You are required to tick which ones you have in place or which ones are N/A.
Also a space is provided for any additional policies you have in place but are not listed

13 Data Protection Policy

14 Internet Policy

15 Document Retention Policy

16 Conflict of Interest Register/Policy

17 Travel Policy

18 Volunteering Policy

19 Recruitment Policy

20 Staff Induction Procedures

21 Reserves Policy

22 Staff Appraisal System

23 Asset Register or Inventory

24 Mobile phone policy

What are the minimum requirements for a Safeguarding/Child Protection Policy

An organisation's Child Protection Policy should include the following areas;

- Definition of abuse and signs and symptoms
- Safe recruitment
- Role of Safeguarding lead
- Reporting processes
- How parents can make a complaint
- Code of conduct
- Preventative practice
- Guidance of procedures for specific areas of youth work for example residential, educational visits, external/outside activities

Further help and guidance on Safeguarding Policies are available on Volunteer Now website:

<https://www.volunteernow.co.uk/app/uploads/2019/04/Keeping-Children-Safe-Our-Duty-to-Care.pdf>

Also to see a sample Safeguarding Policy, Youth Link's is available on our website.

Other important documents/procedures required:

- Bank account in the name of the group with at least two unrelated signatories
- Constitution or Governing Document
- Management Committee/Board of Directors

Will it be necessary for all groups seeking funding to have their own constitution or Child Protection policies or will they refer to their Headquarter or regional body constitution and policies?

All groups must work to a constitution and Safeguarding/Child Protection Policy formally adopted and implemented by their Management Committee/Board of Directors or Executive Committee.

What are the minimum requirements for the Adults at Risk from Harm Policy? – EA currently updating the answer to this question.

Child Protection Policy and Adults at Risk of Harm or in need of Protection Policies – These will be required as two separate policies as they are underpinned by two separate legislative frameworks. Adults at Risk of Harm policies will only be required when the membership (not staff or volunteers) of local organisations include 18-25 year olds.

Further information on Adults at Risk Policies can be found on the Volunteer Now website:

<https://www.volunteernow.co.uk/app/uploads/2019/04/Keeping-Adults-Safe-A-Shared-Responsibility.pdf>

Online Toolkit:

Safeguarding Children and Adults at Risk Policy Standards - A tool to help organisations working with both children and adults at risk to develop/review their policy and procedures against minimum standards of safeguarding practice:

<https://www.volunteernow.co.uk/app/uploads/2019/10/safeguarding-children-and-adults-at-risk-policy-standards2019.pdf>

Proven Track Record

Regional Strategic (Stage 1), Regional Development, Regional Project, Local Area Based (Stage 1) and Local Project Funding Applications are required to give examples of proven track record over past 3-5 years.

What experience can I include as my proven track record?

Your proven track record can refer to work with EA registered or non-EA registered youth work organisations and should cover at least 3 years and not more than 5 years (Regional Strategic must give examples only with EA registered organisations).

Examples of evidence for proven track record could include: ETI inspections, EA moderations, evaluations submitted to and also those provided by previous funders e.g. Big Lottery, Children In Need, Department of Communities.

APPLYING ONLINE

Your organisation will setup its own account on the EA Youth Funding Portal. This is a secured account for all your funding applications.

The primary step of signature verification is this login. Additional to this you will:

- State in the agreement box I AGREE
- On a touch capable device you will be able to input your signature using your finger or stylus
- On a device that is non-touch capable, you can use your computer's mouse to sign the application form

Government Funding Database (GFD)

EA have currently placed the requirement for GFD on EA Youth Service Funding Applications under review with their administration team and internal audit. EA is required to report on funding they allocate on the GFD, however it may not be a requirement for groups to be registered for the funder's passport. EA aim to provide information regarding this ASAP and the information will be provided on the EA funding website.