

YOUTH SERVICE INCLUSION SCHEME GUIDANCE, 2019-2020

Aim of the scheme

In anticipation of funding from the Department of Education aimed at promoting inclusive youth work projects, the EA Youth Service is inviting applications to the Inclusion Scheme. The scheme is specially designed “to target communities of interest and those who may be at greater risk of social exclusion, marginalisation or isolation, because they experience a combination of barriers to learning” by providing funding for a 20 week, developmental inclusion programme.

Target groups/Communities of Interest

Priority will be given to projects which engage the following target groups/communities of interest:

- Young people with special educational needs or disabilities
- Young people who are newcomers or have English as an additional language
- Young people in care
- Young carers and young parents
- Young people who are gay, lesbian, bisexual and transgender
- Young people from the Traveller Community

CLOSING DATE FOR RECEIPT OF APPLICATIONS

31 May 2019 by 4pm

You may e-mail a signed and scanned copy to:

youthinclusion@eani.org.uk

Hard copies of this form should be sent to the address below::

**Inclusion scheme,
EA Dundonald Office, Youth Service,
Grahamsbridge Road,
Dundonald BT16 2HS**

**APPLICATIONS RECEIVED AFTER THE CLOSING DATE CANNOT BE
CONSIDERED**

Essential criteria

Applications must meet the following essential criteria to be admitted to the assessment process.

- Unit is an EA registered group
- The unit has returned all documentation timeously, and correctly, for any previously funded applications.
- The project is targeting groups from the target list above, and clearly defines how they are at greater risk of social exclusion, marginalisation or isolation.
- The Project will be in place for a minimum of 20 weeks for a minimum of 2 hours per session.
- The project is of a developmental nature, targeting those from 4-25 years of age (but preference is for 9-18) and will be completed by the end of February 2020.
- The project is clearly additional and is not funded through another EA scheme.

Programme Outcomes

The programme must be developmental, providing activities and opportunities to ensure that those at 'greater risk of social exclusion, marginalisation or isolation, because they experience a combination of barriers to learning' make progression through the 20 weeks of the programme.

Applicants must therefore, ensure they address the following Youth Work Outcomes:

- Enhanced personal capabilities
- Development of positive relationships with others
- Improved Health and Well Being
- Increased Participation
- Development of thinking skills, life and work skills.

Opportunity is provided on the application form to detail how this will be achieved.

Further information relating to the outcomes is available on the EANI website.

Assessment process

Assessments will be carried out by a panel using a scoring matrix (available on the EA website). Applicants should note below, the range of weighting given to each criteria in scoring the matrix.

- Quality of rationale for programme in terms of targeting those clearly defined as at greater risk of social exclusion, marginalisation or isolation and total young people engaged

- Programme clearly meets the requirements of the scheme through the programme objectives and programme outline
- Group profile of those recruited to attend the programme.
- Quality of the expected outcomes and methods to track progress
- Value for money

It is the responsibility of each applicant to ensure that all relevant information is included on the application form. The Assessment panel cannot accept supplementary information, or seek further clarification from applicants on any aspect of their application. As part of deliberations the Assessment Panel may take into account the extent to which outcomes and measures for any current programme were achieved, using administrative returns, reports and review findings.

Assessments will be carried out by a panel using a scoring matrix, with a minimum threshold to be agreed at assessment stage. Please note that a score of zero in any of the categories will result in the application not receiving financial support. Further to this the Panel has the authority to enhance the essential criteria, and threshold marks, in the event of significant over-subscription. Applications will be ranked and those that score highest will receive available funds. Please note that the Panel will include independent assessors and **its judgement will be final and binding.**

Funding

Funding ranging from £3000 - £10,000 is available. The following are the eligible costs which can be applied for, and the maximum grant under each heading. **Please note that funding cannot be used for any clothing under this Scheme.**

Part-time leadership	Youth Support Worker Range
Hire of premises	To be negotiated with EANI Youth Service
Transport	Up to a maximum of £1,500
Programme costs	<p>Costs per residential to a maximum of</p> <ul style="list-style-type: none"> • £60/person/night • £90/person/2 nights • £120/person/3 nights <p>Number of residentials may be negotiated at Letter of Offer stage</p> <p>Entrance charges – maximum of £30/person/activity</p> <p>Materials – maximum of £500</p>
Accreditation	£30/person. Additional funding may be made available if an appropriate rationale is provided.
Food	For events lasting less than three hours, £3.50 per person For events lasting over 5 hours, £8.00 per person
Total, possible amount available	£3 000 - £10 000

NB: The EA Youth Service reserves the right to withhold any or all of the payments and/or require the applicant to repay part or all of the funding if, in the opinion of the Education Authority, there is a substantial or material change in the nature, scale or timing of the project, or if the funding is used for purposes other than those specified in the Letter of Offer.

Child Protection

Applicant organisations are required to give assurances that they are in compliance with all required child protection and GDPR arrangements. Programme detail should show how young people with particular vulnerabilities or barriers to participation are supported or included.

Quality Assurance/Best Value

Accountability, quality assurance and value for money are key features in the delivery of the Scheme.

Applicants will be asked to complete an application form which details how they will meet the essential criteria, plus details of the aims/objectives, programme plan, staffing and outcomes.

A number of projects will be visited by an EA Officer for the purpose of evaluation and quality assurance. On completion of the programme, groups will be required to complete an Evaluation Report and Statement of Accounts accompanied by original receipts. This must be returned within 8 weeks of the programme's completion. Where documentation is not returned, further applications may be jeopardised.

IMPORTANT NOTES FOR PROSPECTIVE APPLICANTS - EA YOUTH SERVICE POLICY ON 'THE PREVENTION AND DETECTION OF FRAUD'

The EA Youth Service operates a Zero Tolerance Policy in respect of Fraud and to this end:

- All expenditure must be specific to the terms and conditions of this designated programme.
- Bona-fide original receipts and/or evaluations must be returned to the specified office on or before the stipulated date.
- Failure to submit the required receipts and/or evaluation will result in a referral of the matter to the EA Internal Audit Department for investigation.
- Should there be any evidence of fraud, Internal Audit may be obligated to report the matter to the PSNI

CONDITIONS RELATING TO THE EMPLOYMENT OF YOUTH WORKERS AND ENGAGEMENT OF SESSIONAL SPECIALISTS

Payroll responsibility

The payroll responsibility for employees will lie with the employer ie. Voluntary Management Committees if employed in the voluntary sector, or the Education Authority, if employed in the controlled sector. This will include responsibility for Employer's National Insurance contributions and Pension contributions.

Part-time Youth Leadership

Part-time leaders may be employed to deliver, or assist in the delivery of, the project. They may be employed under three job descriptions:

- Assistant Youth Support Worker
- Youth Support Worker
- Youth Support Worker-in-Charge

Rates of pay

Part-time youth leadership will be grant-aided at Youth Service rates, related to agreed generic job descriptions and current rates of pay. N.B. Applicants will not be reimbursed for payment to employees above these rates.

The employer will be responsible for the balance of the employee's fee, including tax and National Insurance, should the employer agree a higher fee.

The table below details the rates of pay that will be applicable to part-time staff from 1st April 2019.

Title	Pay Point	Current Pay Scale
Assistant Youth Support Worker (Pts 2 – 4)	2	£8.4208
	3	£8.7457
	4	£9.0196
Youth Support Worker (Pts 5-7)	5	£9.3179
	6	£9.5922
	7	£9.9279
Youth Support Worker-in-Charge (Pts 8 – 13)	8	£10.2603
	9	£10.6838
	10	£11.0151
	11	£11.5505
	12	£12.0742
	13	£12.6144

Employment of facilitators or tutors

Applicants should demonstrate that facilitators or tutors will be:

- required to provide proof of professional qualification
- employed for a maximum of 10 hours delivery.
- grant aided a maximum of £16.1405 per hour and required to provide written approval from the Inland Revenue, granting self-employment status for the particular employment.

Outdoor Education Instructors

Outdoor Education Instructors will be paid/grant-aided at the Youth Service Leadership rates noted above, according to level of qualification in the discipline which they are delivering, irrespective of whether they may be qualified at a higher level in a different discipline.

Sessional outdoor education instructors must be currently qualified and validated by the relevant National Governing Body (NGB) to carry out the activity they are offering within the safety parameters laid down by that Body. Controlled sector projects should only use EA-validated instructors to work with young people.

If in doubt about qualifications required, ratios or currency of the applicant's qualifications, please contact the relevant Body through the Sports Council NI web site on the link below:

http://www.sportni.net/links/ni_gov_body.htm

Workshops

Workshops to support applicants by providing further information and assistance to complete the application, will be available as follows:

DATE	TIME	VENUE
Wednesday 8 th May 2019	17:30 – 18:30	Derry Youth Office, 40 Dungiven Road, Derry
Tuesday 14 th May 2019	18:30 – 19:30	Lakeland Youth Centre, Wellington Road, Enniskillen
Wednesday 15 th May 2019	19:00 – 20:00	Ards Arena Youth Resource Centre, 60 South St Newtownards
Thursday 16 th May 2019	19:00 – 20:00	Hammer Youth Resource Centre, Agnes Street, Belfast
Monday 20 th May 2019	19:00 – 20:00	Broughshane Youth Centre. Knockan Road, Broughshane
Tuesday 21 st May 2019	18:15 – 19:15	Dungannon Teacher Centre, Thomas Street, Dungannon

The workshops do not require registration, and are informal in nature, with a presentation and then a question and answer session, with further individual support if required.

SUBMISSION OF APPLICATIONS

Applications can be completed digitally, and emailed to youthinclusion@eani.org.uk. Please note that applicants should put a 'read receipt' on any email as proof of submission, because this will not be done automatically. Scanned signatures are acceptable, but an original signature will be required on the Letter of Acceptance.

Hard copies may be requested from the EANI Youth Office, phone number 9056 6200.

Applicants will be provided with the outcome of their application by letter before the 10 June 2019.

Letters of Offer will be issued by the 17 June 2019 with receipt of acceptance required by the 31 July 2019.

QUERIES

All queries regarding the application process can be emailed to youthinclusion@eani.org.uk or to the Youth Office phone number 90 566200.