



Registration & Generic/Non- Targeted Funding

Guidance for Local Voluntary
Youth Organisations
2022-2023

What You Need To Know



Funding Scheme for Regional and Local
Voluntary Youth Organisations

Contained within this booklet is key information to support organisations who wish to make an application for Generic Non-Targeted Funding in 2022-2023, including information to register for the first time or complete annual re-registration



Contents

01 What is Generic Non-Targeted Funding? Page 5

02 Introduction to applying in 2022-2023 Page 9

03 Step 1 – Registration with EA Page 13

04 Step 2 – Completing End of Year Report 2021-2022 Page 17

05 Step 3 – Completing a 2022-2023 Application Page 19

06 Application, Assessment & Award Timeline Page 21

07 FAQs Page 24





What is Generic Non-Targeted Funding?

Funding Stream Explained



What is Generic/Non-Targeted Funding?

Who is Eligible to apply?



Voluntary Youth programmes delivered solely by Volunteers

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

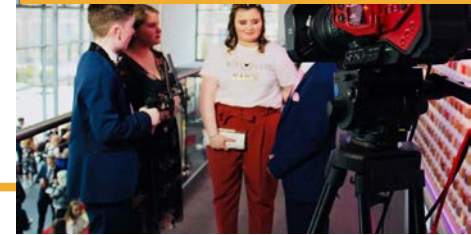
When is the Funding Available?



Funding is Allocated Each Year Through Annual Application

Funding is for one year and applications will be publicly advertised annually on the EA Funding website. The level of funding available will be based on the hours of programme delivered average attendance of young people

What can I use the funding for?



Delivering your volunteer lead youth programme

You can use this funding as a contribution to your running costs such as;

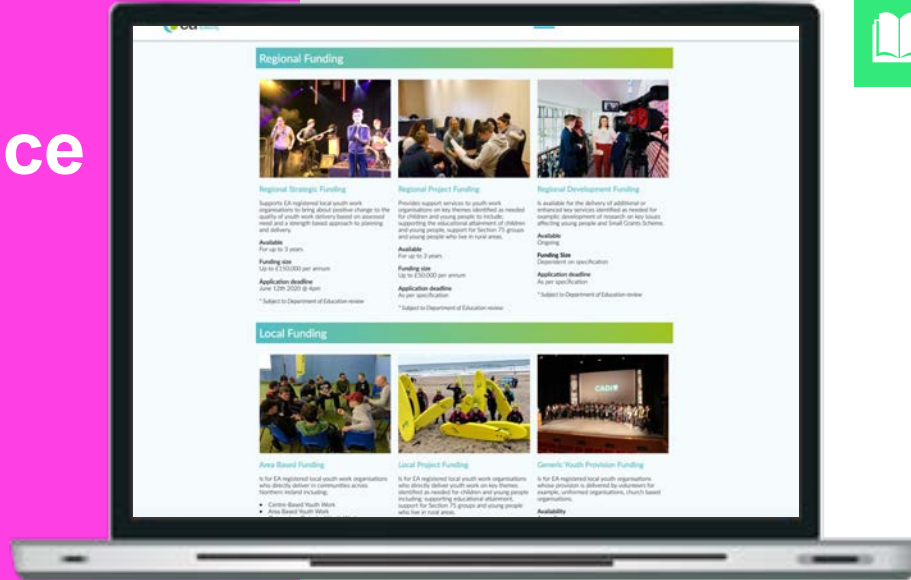
- Heat and Light
- Insurance
- Curriculum Materials
- [See Terms and Conditions Here](#)

More info on all Funding

Dedicated



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





Introduction to Applying in 2022-2023

For Generic Non-Targeted Funding





Registration and Application Process 2022-2023

STEP	What You Need to Do
1	Complete your annual re-registration or register for the first time with the Education Authority
2	If you are currently in receipt of Generic/Non-Target Funding for 2021-2022, complete your annual report on the funding portal first. <u>If you are a NEW organisation you can skip to Step 3</u>
3	Complete your Online Application Form for Generic Non-Targeted Funding through the online Funding Portal

What You Will Need!

Besides completing the online registration form you will need to provide documentary evidence outlined in this section when making a funding application with EA



Update or Complete Registration

All core funding will be allocated based on historical funding patterns. Simply put, you will receive the funding you normally get.



[More Guidance Here Online](#)

Provide your Governance Arrangements

If you do not have a Government Funding Database Number you will need to provide your governance document, e.g. Your Constitution



[More Guidance Here Online](#)

Provide your Safeguarding Policies

All Organisations must have a safeguarding policy in place when working with children and young people

More Guidance Available on our Website

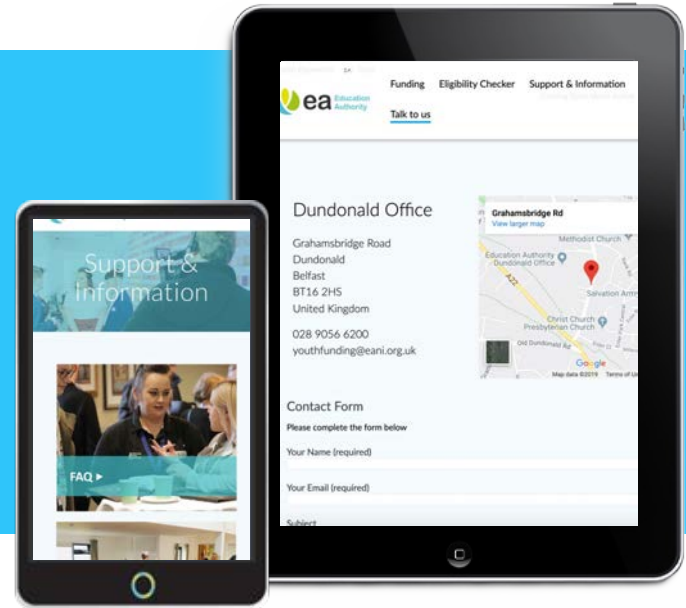
Online Support Resources

Support & Information Resources

Our dedicated funding website has a support & information section loaded with resources to help you complete your application. This includes demonstration films and step by step guidance

Talk to us

Our dedicated funding website also contains a section to help you connect with EA through a range of methods, with a dedicated email address and online contact form!



FAQs



Resources



Annual Reports



Sample Completed Application Forms



Step by Step Guidance Films for Online Applications



Step 1 – Registration with EA

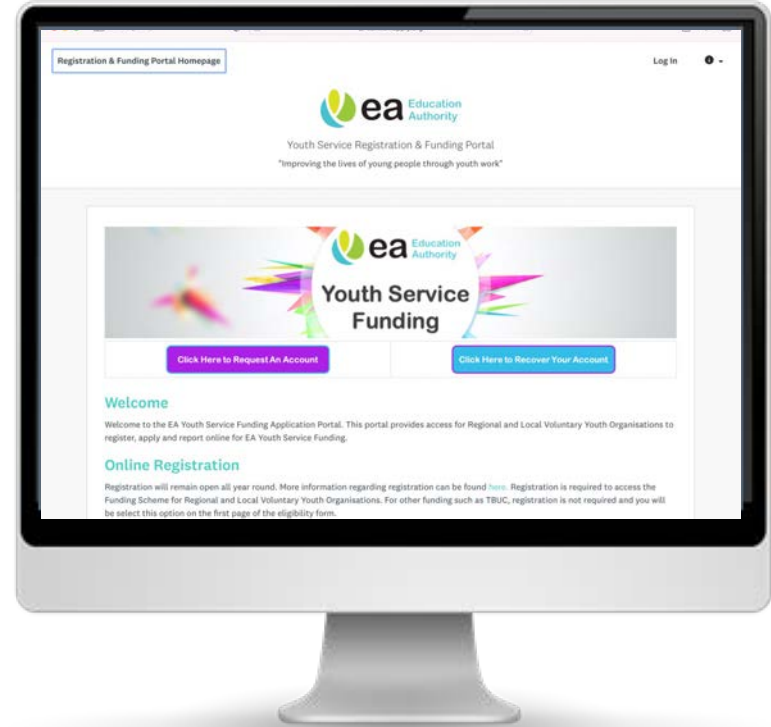
For First Time Registrations or Annual Registration



Benefits of Registration with EA

- Reduced rates at EA Outdoor Learning Centres for activities and overnight stays
- No need to provide additional compliance evidence when applying for relevant funding streams
- Easier Access to additional funding such as T:BUC Camps programme or Planned Intervention

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



How to Register or Reregister

Step	Currently Not Registered with EA	Step	Currently Registered with EA
1	Prepare your required documents such as safeguarding policies or governance document you will require for registration	1	Prepare your required documents such as safeguarding policies or governance document you will require for registration
2	Request an Online Account for Our Funding Portal (Visit www.eanifunding.org.uk and select “Register with EA”)	2	Log on to your online account (Visit www.eani.smapply.org)
3	Complete the Online Registration Form	3	You will be prompted to update your registration form before you can continue to access the site



[Play Demonstration Film – How to Complete the online Registration Form](#)

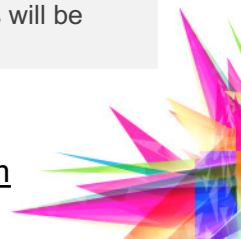
What information will I need to provide on the registration form

Form Section	Information Required
Registration Type	You will first be prompted to select your registration type, as this guidance is for Local Voluntary Youth Organisations you will select this option
Organisation Information	You will provide your organisation contact information (where you deliver youth work) and select if applicable or provide the name of a Regional Voluntary Youth Organisation who provides you with support to deliver youth work
Management Committee/Board Membership	Here you will provide the names and email addresses of your Chairperson, Sectary, Treasurer and Leader in Charge (This can also be equivalent of these role for your organisation)
Membership & Staff/Volunteer Information	In this section you will provide breakdown of your current membership by the outlined age bands, and numbers of paid full-time, part-time staff currently funded by EA and volunteers
Safeguarding and Health and Safety Information	A requirement of registration is that all organisations provide their most recent version of their safeguarding policy. You will only need to provide this once unless you update it next year. In addition organisations are required to declare they have appropriate insurance and health and safety practice in place to delivery programmes with children and young people
Confirmation you deliver Youth Work in line with DE Policy and Curriculum	EA Youth Service can only fund and register youth organisations who delivery youth work in line with the Model for Effective Practice and DE Policy Priorities for Youth. Organisations will be required to declare this is the case on their registration form.

New Organistions will receive a Verification Visit from an EA Officer before funding will be awarded



[Play Demonstration Film – How to Complete the online Registration Form](#)





Step 2 – Completing End of Year Report 2021-2022

If currently in receipt of 2021-2022 Generic/Non-Targeted Funding



If you are a
new
Organisation
you can Skip
this step!

Annual Report

If your organisation has been in receipt of 2021-2022 funding from the Education Authority for Generic Non-Targeted Funding you will not be able to apply for 2022-2023 funding until you submit your Annual Report through the fund portal.

Once you have complete this report and submitted it, you will be automatically gain access to create a new application for 2022-2023 on the funding portal

Report Section	What will I need to Provide
Membership Breakdown	Provide the numbers of young people by age band for your registration period of 2021-2022
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 funding award in 2021-2022 you spent
Income and Expenditure	Upload a copy of your income and expenditure (Provided with your letter of offer) for the 2021-2022 period





Step 3 – Completing a 2022-2023 Application

For Generic Non-Targeted Funding



Generic/ Non-Targeted Application 2022-2023

If you are a newly registered organisation or you have just completed your annual report for 2021-2022, you can select the Generic Non-Targeted funding Stream and start a new Application for 2022-2023 through our funding portal!

Application Section	What will I need to Provide
Main Contact Information	The main contact information who EA will be touch with regarding any queries over your application
Governance Information	If you have a Government Funding Database Number you will provide it here, if not you will be required to up load a copy of your governance document for assessment
Confirm Safeguarding Information	Confirm your safeguarding policy remains the same or upload a revised copy for assessment
Delivery & Membership Information	You will be asked to provide a breakdown of the total number of weeks delivered, total hours of delivery per week, total registered membership and average <u>weekly</u> attendance. This information will be used to assess your funding award.
Bank Account. Information	If you have already provided this information as part of another application with EA you will only be asked to check it is still correct. New Organisations will be asked to provide this once.





Application, Assessment & Award Timeline

For 2022-2023 Generic Non-Targeted Funding



Application, Assessment & Award Timeline

Subject to completing acceptance on time and all outstanding reports/paperwork is submitted to EA for any previous funding

1st April

Applications for Generic Non-Targeted Applications Close

3rd May

Application Assessment Ends

By 27th May

Acceptance of Formal Letter of Offer

By 30th June

Registration & Application for Generic Non-Targeted Funding Opens

30th April

Application Assessment Begins

20th May

Notification of 2022-2023 Funding Award

By 10th June

Payment to Groups Accounts

Registration will continue to remain open after this date

Don't worry, if you miss this date you can still accept after this date but it will delay payment





Frequently Asked Questions

[Click here or the Link Below to Visit our latest FAQs Section Online](#)



[FAQs](#)



