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QUICK REFERENCE GUIDANCE: Local Voluntary Registration

**New Organisations - What You Will Need!**

**Watch Demo Video**

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Documents

You will only need a copy of your organisations Safeguarding Policy. Safeguarding Policy must meet the requirement of the DE Circular. What should be contained within your policy can be accessed at the link

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Online Account for our Funding Portal

You will need to request an online account for funding portal at the link below. This can take up to 48 hours (Monday to Friday) to be issued after we have completed checks on the information you’ve have provided on your request form. Click the link to request an account now

CLICK THE FILM ICON

**What Information Will I Need to Provide at Registration?**

|  |  |
| --- | --- |
| Form Section | Information Required |
| **Registration Type** | You will first be prompted to select your registration type. Guidance is provided on the online form. You can choose between Local OR Regional Voluntary Youth Organisation or Non-Registered to access or other funding schemes |
| **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 roles 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. |

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