



Northern Ireland  
Executive

[www.northernireland.gov.uk](http://www.northernireland.gov.uk)



## GUIDANCE:

# COMPLETION OF APPLICATIONS FOR PLANNED INTERVENTION PROGRAMME

## 2020

All forms and guidance available at  
[www.eani.org.uk/plannedintervention](http://www.eani.org.uk/plannedintervention)

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## Introduction

Funding is made available each year from The Executive Office (TEO) for the provision of the Planned Intervention Programme, with awards of funding made to successful groups, subject to the availability of funding. **The EA are progressing with applications for the Planned Intervention Scheme subject to the EA receiving budget confirmation from TEO.**

This funding is aimed at:

*Young people in interface areas and areas where there is the potential of heightened social unrest during the summer period, particularly on weekends, evenings and during the traditional times of community events.*

**Applications must demonstrate how they meet the following outcomes:**

**Outcome 1** - Reduction in number of crime and antisocial behaviour incidents in the areas where the young people live

**Outcome 2** - Reduction in the number of young people engaging in risk taking behaviours

**Outcome 3** - Increase in the % of young people who think favourably about young people in the other community

### **Current Context**

The timing and planning of the launch of the Planned Intervention Programme has been superseded by events in relation to the COVID-19 pandemic. We wanted to include in this guidance, a recognition of the current situation and provide clarity and assurance on the application progress.

**Programmes should only be delivered in line with government guidelines in relation to COVID-19 and social distancing. A range of up to date advice can be found at [www.nidirect.gov.uk](http://www.nidirect.gov.uk)**

Due to developing youth work initiatives in these unknown times, with many constraints in place, groups are encouraged to be creative and innovative in their approach. Many groups have already moved across to more regular use of online platforms to stay connected with their young people, and this is very much encouraged through this programme. It also helps ensure any social distancing measures remain in place.

You are encouraged to use your partnerships, skills, strengths and experience to develop a programme that best suits the needs of your community/group and young people, in the current context.

It is expected that groups will begin by delivering their programmes online only, to very small groups of young people, before deciding, if possible, to move to face to face work. If necessary, the entire programme can be delivered remotely and government guidelines in relation to social distancing must always be followed, if you choose to progress to face to face work.

### **Group Size**

To help support groups in this period of the Covid 19 Pandemic, a group size must be no less than 3 and no more than 10.

## **Applying to the Planned Intervention Programme**

It is important to remember that we assess your application on the information you provide. We will not take into account any information that you do not include in this application.

For some questions we have set a maximum number of words you can have in your answer. The word limits are not just for guidance. We will not consider any words over the word limit.

Your responses should be well structured and clearly linked to the question. We recommend you use bullet points and headings where possible.

Our applications have been carefully designed to make the application process as easy and straightforward as possible.

Each grant fund is limited. Even if an application scores highly, we cannot guarantee funding.

Applying for a grant is a competitive process and awards are subject to the availability of funds and may be subject to change.

**Funding is limited to a maximum of £6 000 per programme.**

Programmes should deliver age-appropriate activities.

You **MUST** use the correct form and we will **NOT** accept applications we receive after the closing date and time.

## Eligibility Criteria

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

### Essential Criteria:

1. Applicant groups must be registered with the Education Authority (EA) and demonstrate a good track record in delivering projects, completing financial monitoring and submitting returns by set deadlines.
2. Applications to be received no later than **16:00 on Tuesday 23<sup>rd</sup> June 2020** by post or email.
3. Programmes must be delivered during the period 1 July 2020 to 30 September 2020
4. The programme must specifically target young people in the age range 10–25, and must divert young people away from becoming involved in sectarian activities, civil disorder or other types of anti-social behaviour. *Evidence shows it is mainly young men aged 14-18 who this programme should be targeting, applicants must provide a rationale for working with a different age group or gender*
5. The programme must take place in an interface area or in an area where there is the potential for severely heightened unrest.
6. Group size must be between 3 and 10 young people

## Child Protection & Safeguarding

Guidance on the changes to pre-employment checking and safer recruitment practices for employers in voluntary units and schools was published by the Department of Education on 10<sup>th</sup> January 2014, entitled “*Disclosure and Barring Arrangements: vetting requirements for those working or providing a service in youth organisations.*”

The document is available at [www.deni.gov.uk](http://www.deni.gov.uk)

If, as anticipated, groups use digital technology to provide programme content, their safeguarding policy must reflect the necessary actions to keep young people and staff safe in the digital space used, and their data protection policy reflect how information to work in this way is protected and stored.

Education Authority Youth Service reserve the right to request from groups, the number of complaints that may have been made in relation to Safeguarding and Child Protection for this programme.

## Assessment process

Demand for funding will be competitive and is likely to exceed available resources. Assessment panels will scrutinise every application against the matrix to ensure that the process is fair. Even well designed and worthwhile proposals may be unsuccessful in their application for funds if competing proposals are judged superior, or considered to have a higher priority. Applications will not be accepted after the closing date and time.

The correct form must be used, which can be completed at [www.eani.org.uk/plannedintervention](http://www.eani.org.uk/plannedintervention) and submitted via email or by post, at which time:

1. All applications will be logged when submitted
2. Applications will be checked to ensure they meet the eligibility criteria.
3. Only eligible applications will be provided to the assessment panels for scoring against the specific criteria of the grant applied for.
4. Based on the confirmed scores, and availability of budget, an offer of funding will be made.

Applicants should note the scoring system outlined in the matrix. (Appendix 1) It is the responsibility of each applicant to ensure that all relevant information is included on the application form. Assessments will be carried out by a panel using a scoring matrix, with a minimum threshold, above which applications are deemed successful. Applications will be ranked and those that score highest will receive available funds.

A quality assurance process facilitates consistent marking and ensures applicants meet the essential criteria, throughout the assessment process.

The decision of the panels is final but feedback may be given to unsuccessful groups on request through [plannedintervention@eani.org.uk](mailto:plannedintervention@eani.org.uk)

## Conditions attached to funding

Full details of funding and financial claim conditions will be provided in the Letter of Offer. Applicants must be in a position to comply with all the conditions stated in the Letter of Offer. Applicants must comply with the expenditure, receipting, evaluation and monitoring conditions stated in the Letter of Offer. This will include the completion of baselines used to monitor and evaluate project outcomes by young people.

Payments to contracted delivery partners will be on the basis of fully receipted claims submitted in line with the terms and conditions of the Letter of Offer. Receipts will be subject to verification checks.

Data sharing; for the purposes of maximising complementarity, minimising the risk of duplication, and assessing the impact of funding in relation to addressing good relations need, EA and TEO, reserves the right to share details of the Financial Assistance, the programme action plan, progress reports.

## Monitoring & Evaluation

***As groups are receiving public funding, they must be accountable for what they do with this money.*** Successful projects will be monitored and evaluated. Arrangements for this will be agreed with organisations, but may include:

- Submission of project participants' postcodes for statistical analysis purposes;
- Completion of evaluation forms. The evaluation will address the following through the successful completion of the outcomes of the Scheme:
  - The impact of the programme on the community.
  - Engagement of the programme participants.
  - Project benefits.
  - Added value.
- Monitoring visit from member of EA T:BUC team, which focuses on quality assurance and visit from either TEO or Department of Education (DE) Officials. **This year visits are dependent on meeting government guidelines in relation to Covid 19 pandemic.**
- Ensuring all participants complete baselines as detailed in letter of offer
- Fully completing financial expenditure forms with relevant original copies of bank statement/ invoices/receipts
- Ensuring final reporting is within agreed timeframe of 6 weeks after the end of the programme. This should be **no later than 31 November 2020** for all successful groups.

If difficulties arise which may prevent objectives being met, these should be brought to the attention of EA immediately. Failure to do so may lead to the withdrawal of funding. Failure to comply with conditions of funding will affect any further funds from EA and you could be asked to repay funds.

## Funding

Funding will be time limited and will be provided for 2020 only. A maximum of £6 000 may be requested. All funding must be spent and the projects fully delivered by 30<sup>th</sup> September 2020. Projects must deliver within the 3 month period and no funding will be available for delivery beyond 30<sup>th</sup> September 2020. Project funding is available to enable you to develop and deliver projects in line with the funding criteria outlined in the Guidance. Projects should be clearly defined and have clear outcomes.

Applications that are not complete, or do not provide a detailed project budget are also not eligible. All costs provided should be directly associated with delivery as only costs proportional to a project will be considered. This should be evidenced within the application form. Funding will be allocated in accordance with Education Authority policies and financial procedures. Grant approvals will be influenced by the overall funding available.

A Letter of Offer will be provided and funding is released when this is signed and returned. Applicants must ensure to abide within the regulations pertaining to allocation of funding to various elements of the programme e.g. staffing

**NB: The Education Authority 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 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***

Applicants must show that all costs are reasonable and necessary to complete the programme and you should give enough detail to assess this.

## Eligible Costs

This year in order to support groups at the time of the Covid 19 pandemic, we have changed the budget request in application form for groups. There are now two categories - staffing and programme costs as detailed below.

**Staffing** - This relates to Part-time Youth Leadership (in accordance with established ratios, regulations and procedures)

### **Rates of pay**

Part-time youth leadership grant-aid is benchmarked at Youth Service rates, which relate to agreed generic job descriptions and current rates of pay. These are the maximum rates which EA will grant-aid. 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 maximum rates of pay that will be applicable to part-time staff from 1 April 2019.**

### **Part-time Youth Leadership Rates**

Part-time youth leadership will be grant-aided at Youth Service rates related to agreed generic job descriptions and current rates of pay, according to JNC National Agreement.

N.B. Applicants will not be reimbursed for payment to employees above these rates.

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

The amount of National Insurance to be paid in respect of all staff can be calculated using National Insurance Tables, available from HM Revenue & Customs, [www.hmrc.gov.uk](http://www.hmrc.gov.uk). You can also use the HMRC National Insurance Contributions Calculator <http://nicecalculator.hmrc.gov.uk/>

Applicants are further advised that approved rates of pay are shown in the table above. **The Education Authority will pay only these rates, commencing at the lowest point unless the employee is already in post and receiving payment from the EA for the same type of work.** 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.

### **Conditions Relating to Assistance with Leadership Costs**

#### **Payroll Responsibility**

The payroll responsibility for all employees of the applicant organisation will lie with the employer ie. Voluntary Management Committee (if employed in the voluntary sector), or the Education Authority (if employed in the controlled sector). This will include responsibility for Employers' National Insurance Contributions and Pension Contribution.

## **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 and Youth Support Worker-in-Charge

## **Employment of Sessional Tutors and Facilitators**

### **Specialists will:**

- be required to provide documentary proof of **professional qualifications**
- deliver programmes linked to youth work curriculum
- be grant aided to a maximum of £16.46 per hour (equivalent to Senior Youth Worker Specialist JNC Point 22)
- be required to provide written approval from the Inland Revenue, granting self-employment status for the specific employment with the applicant.

*Note: The matter of whether an individual is an employee or self-employed is one which affects both income tax and National Insurance. People who have been engaged to perform a specific piece/s of work in a youth work programme must obtain and provide a written approval from the Inland Revenue, granting self-employment status for the particular employment. Examples of such work would include the provision of lessons on traditional music or dancing, storytelling, coaching sports or the provision of IT advice and support.*

*The fact that the individual considers him/herself 'self-employed', and employs the services of an Accountant, does not exempt him/her from the requirement to have written approval from HMRC.*

**Therefore, the EA will not make a payment or reimburse projects for such services without the approval document from HMRC.**

## **Programme Costs**

This year groups may claim a **maximum of £75 per young person** for programme costs. Groups will **not** be expected, at application stage, to detail the plan for spend, to allow flexibility in meeting young people's needs and ensuring government guidelines on Covid 19 are followed at all times.

Successful applicants will be expected to complete an income and expenditure as part of their evaluation, to evidence this spend, with receipts provided.

### **Ineligible Costs - the Scheme will not pay for:**

- **Bursaries** or requests from individuals
- Services for which a proper **invoice/receipt is not issued**

- Hire of **own premises**
- **Tutor fees above** the rates of pay overleaf
- **Expenditure over** and above the limits in the Letter of Offer without prior written approval

### Youth Service Policy on ‘The Prevention and Detection of Fraud’

- The 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.
- Bone-fide original receipts and evaluations must be returned to the specified office on or before the stipulated date.
- Failure to submit the required receipts and evaluation will result in a referral of the matter to the Internal Audit Department for investigation.
- Should there be any evidence of ‘Fraud’, Internal Audit may be obligated to report the matter to the PSNI.

### Application form at a glance

Section 1	Contact Details
<p>This section relates to the main contact details of the lead applicant. Complete each row. It's very important to know where the participants are from, therefore select a district council area</p>	
Section 2	Key Statistics
<p>Complete each row and ensure to name the programme, and that the dates fall within essential criteria of scheme. Any key partnerships in delivery must have details provided and it's important to know key agencies who may make referrals.</p> <p>Any letter of support will be requested from successful applicants after the assessment process.</p> <p>In the numbers of young people involved please ensure the following is detailed; Age range, Gender and Numbers of leaders involved.</p> <p><b>GROUP SIZE</b></p> <p>Applicants are expected to be working with smaller, more targeted groups of young people with a group size a maximum of 10. This is a departure from previous years to ensure a quality delivery within the current COVID restrictions. Relationship building is key to success, therefore smaller groups will, potentially, achieve better outcomes. This also ensures applicants can deliver more easily within Covid 19 restrictions and in particular in relation to social distancing. A minimum of 3 young people has been identified as the smallest group.</p>	

Section 3	Area Classification
<p>Applicants will be expected to provide statistical information in this section. Support and evidence to help demonstrate need is available from the following organisations (this is not an exhaustive list):</p> <ul style="list-style-type: none"> <li>- PSNI (Local neighbourhood teams or through PSNI website)</li> <li>- Local PCSPs</li> <li>- Good Relations Officers in your local District Council Areas</li> <li>- NISRA</li> <li>- Local Senior Youth Officers in the Education Authority</li> <li>- Community Relations Council</li> <li>- Assessments of need</li> </ul>	
Section 4	Recruitment
<p>Applicants must demonstrate how they are targeting this programme to ensure young people most at risk will be involved. You must provide a profile of the young people involved in the programme.</p> <p><b>Outcomes and impact can only be assessed if the right participants are involved in the project.</b></p> <p>Applicants are directed to target recruitment at the following young people:</p> <ul style="list-style-type: none"> <li>- Known to police</li> <li>- At risk of or have been involved in crime and antisocial behaviour</li> <li>- Have been referred via an agency such as Youth Justice, Probation, PSNI etc.</li> <li>- Not currently involved in other youth work opportunities in the group/area</li> </ul> <p><b>GROUP SIZE</b></p> <p>Applicants are expected to be working with smaller, more targeted groups of young people with a group size a maximum of 10. A minimum of 3 young people has been identified as the smallest group. Referrals from other organisations can be used e.g PSNI/social services/youth leaders</p> <p>The profile of young people participating will be quality assured through monitoring visits.</p>	
Section 5	Programme Outcomes
<p>Groups must clearly demonstrate how the programme will meet each of the outcomes of the programme. <b>At application stage we are not requesting a specific programme to meet the needs of working within Covid 19 pandemic- you must however ensure you do outline how you intend to meet the outcomes.</b></p> <ul style="list-style-type: none"> <li>• Outcome 1: How will programme delivery will ensure a reduction in crime and antisocial behaviour incidents?</li> </ul>	

Make specific reference to the programme design, how often will they meet/duration/timings and what is the expected impact? How will applicants evidence this?

- Outcome 2: How will programme delivery ensure a reduction in the number of young people engaging in risk taking behaviours? Please demonstrate what risk taking behaviours the young people are involved in and how these have been assessed and evidenced? How then, will your intended programme help address this outcome?
- Outcome 3: Increase the % of young people who think favourable about young people in the other community. This can be demonstrated by their ability to talk openly with others about their sense of identity, culture and traditions. Applicants must highlight how, through this programme, they will encourage young people to develop most positive attitudes to others.

#### Legacy of the programme

After this programme completes, what is the exit strategy for the young people? Will they be signposted to other opportunities and what are these? Social action programmes are encouraged.

Young people from Planned Intervention are encouraged to progress to T:BUC Camps or another good relations programme.

#### Section 6

#### Programme Costs

Provide a breakdown of costs, under the two set headings only; staffing and programme costs. Further guidance is available on pages 8-11 of this document

Please note group sizes must now be smaller to meet essential criteria and therefore you must clearly demonstrate value for money in your budget request for very small groups.

#### Section 7

#### Declaration

Applicants must agree to all requirements before submitting their application.

Applicants may type in the signature, however, applicants who are successful, will need to follow up with original signatures.

## Support with Applications

- T:BUC team members are available to support you with writing your application or with any general issues or queries.
- You may contact them through email or phone at the numbers below between 9.00 and 17.00hrs, Monday- Friday from 9th -23rd June 2020.

- We are also encouraging groups to sign up for a group zoom call with our team members to help develop supportive discussion forums with other groups who also plan to apply to the scheme. You must register your interest through the email below and a password will be provided for participation: [plannedintervention@eani.org.uk](mailto:plannedintervention@eani.org.uk)

If young people are from:

- Derry City & Strabane District Council area please contact Michelle Friel at 07542268703 [michelle.friel@eani.org.uk](mailto:michelle.friel@eani.org.uk) for support
- Belfast City Council Area please contact Stuart Kennedy, 07902701082, [stuart.kennedy@eani.org.uk](mailto:stuart.kennedy@eani.org.uk) for support
- For Armagh City, Banbridge & Craigavon and all other Council areas please contact Alan McCann at 07542268705, [alan.mccann@eani.org.uk](mailto:alan.mccann@eani.org.uk) for support
- For all other queries, or evening calls contact Maureen O’Gorman, 07902701108, between 19:00 - 20:00, Monday to Friday.

**Support during this period can also be sought from:**

Northern Ireland Community Relations Council. The main office number is 02890 27500 and this is their preferred method of contact during the Covid 19 pandemic. Email is also active through [info@nicrc.gov.uk](mailto:info@nicrc.gov.uk)

# CLOSING DATE FOR APPLICATIONS

## 23<sup>rd</sup> June 2020, at 16:00hrs

Applications can be accessed through the EA website at [www.eani.org.uk/plannedintervention](http://www.eani.org.uk/plannedintervention)

These can be returned by email to [plannedintervention@eani.org.uk](mailto:plannedintervention@eani.org.uk)

Hard copies can be returned to:

Planned Interventions  
EANI Youth Service  
Grahamsbridge Road  
Dundonald  
Belfast  
BT16 2HS

Any queries with regards to the programme can be made through the email address above or by contacting the staff member directly.

**Please note that due to Covid 19 restrictions, many of the staff are working from home. All emailed queries to [plannedintervention@eani.org.uk](mailto:plannedintervention@eani.org.uk) will be followed up within 24 hours.**

**We are currently operating our office at a reduced capacity, therefore we are encouraging groups to apply by email, to ensure applications are received on time.**

**If making an application via post, please allow adequate time should there be a delay in postal services.**

**Signed copies will be required for successful groups. In the interim, you may email copies with a signature/name entered.**

## Appendix 1- ASSESSMENT MATRIX

### PLANNED INTERVENTION PROGRAMME 2020 ASSESSMENT MATRIX

<b>Agreed Threshold:</b>	
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<b>Name of youth group</b>	
<b>EA Reference Number</b>	
<b>Assessment Date</b>	

#### ESSENTIAL CRITERIA

Applicant group is <u>registered with the Education Authority</u> and demonstrates a good track record in delivering projects, completing financial monitoring and submitting returns by deadline.	Yes/No
Application was received by deadline (4pm, 23 <sup>rd</sup> June 2020)	Yes/No
Programme will be delivered between 1 July 2020 and 30 Sept 2020	Yes/No
Programme targets young people most at risk, aged between 10-25 and <u>diverts young people away</u> from becoming involved in sectarian activities, civil disorder or other types of anti-social behaviour	Yes/No
The programme must take place in an interface area or in an area where there is the potential for severely heightened unrest	Yes/No
Group size ranges from between 3-10 young people	Yes/No

**Essential criteria must all be achieved or an application cannot be considered**

<b>Area identification (Section 3)</b>			<b>Score (max 20)</b>
0 - 4 points	Area not noted for sectarian activities, civil disorder		
5 - 9 points	Area/s of recently identified heightened sectarian activities/civil disorder		
10 - 14 points	Area/s of high sectarian activities/civil disorder		
15 - 20 points	Severely heightened sectarian activities/civil disorder/ interface/hotspot		
If in an area not noted as above: 15 - 20 points	Clear rationale, with very good evidence provided to justify application in areas not noted for sectarian activities or civil disorder on grounds of young people's involvement from an area during key times.		
<b>COMMENTS:</b>			
<b>Targeting of young people through recruitment (Section 4)</b>			<b>Score (max 20)</b>
0 - 4 points	Unsatisfactory recruitment process which is not open and not targeted		
5 - 9 points	Young people already targeted because they are at risk and process is satisfactory		
10 – 14 points	Good evidence that young people targeted because they are at high risk		
15 - 20 points	Very good recruitment process to recruit young people at high risk.		
<b>COMMENTS:</b>			

<b>Achievement of Outcomes 1 – 3. (Section 5)</b>			<b>Score (max 20)</b>
0 - 4 points	No description provided of how outcomes will be achieved		
5 - 9 points	Some description provided of the achievement of outcomes, but vague and non-specific		
10 - 14 points	At least one outcome is well described in how it will be achieved, and/or descriptions demonstrate an understanding and appreciation of they will be achieved.		
15 - 20 points	Excellent descriptions provided of how outcomes will be achieved in at least two, with a third having a very good description.		
<b>COMMENTS:</b>			

<b>Value for money (Numbers; Profile of young people targeted; Outcomes; Impact)</b>			<b>Score (max 10)</b>
0 - 4 points.	Does not demonstrate value for money and no evidence of impact on anti-social behaviour, with no targeted young people		
5 - 7 points	Partially demonstrates value for money with some evidence of impact on targeted young people		
8 - 10 points	Clearly demonstrates value for money with good or excellent evidence of impact on targeted young people		
<b>COMMENTS:</b>			

**OVERALL COMMENTS:**

  
  
  
  
  
  
  
  
  
  

Signed: \_\_\_\_\_  
**Panel Chairperson**

Date: \_\_\_\_\_