Your BBNI guide to applying for Education Authority (EA) funding for 2024/25

Edition 2 | 17/04/24

Stage 1 – Registration with EA

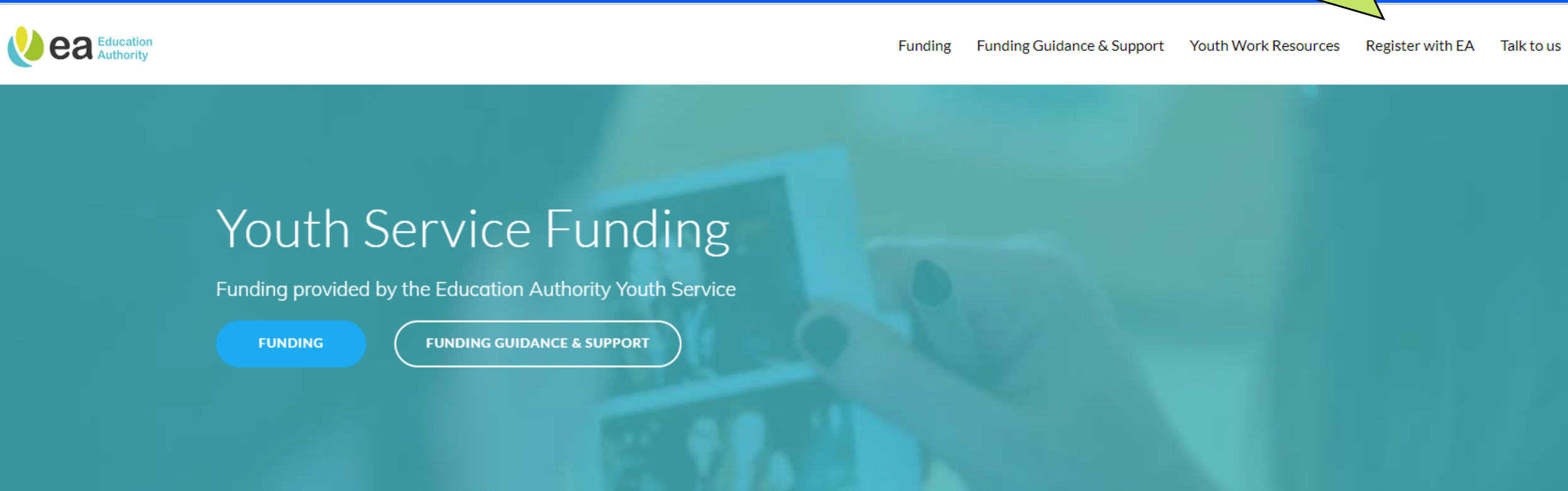
For First Time Registrations or Annual Registration

Education Authority

Registering with EA for the first time...

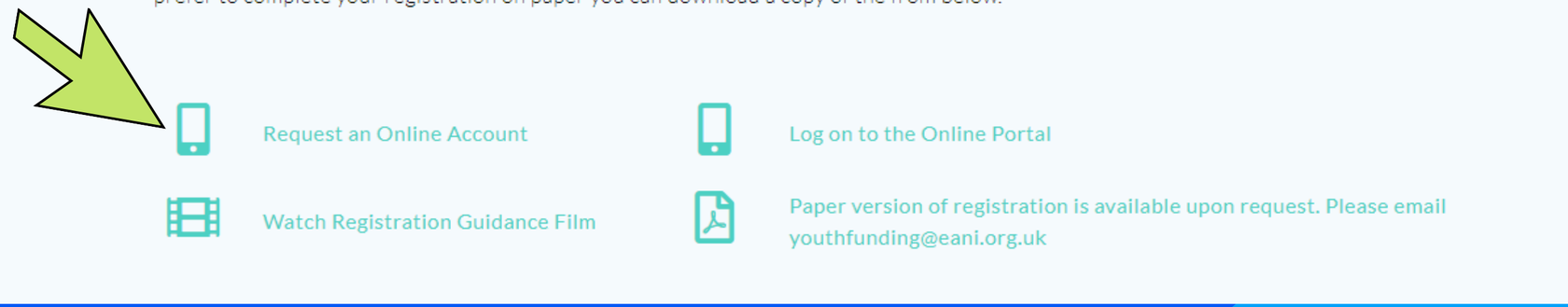
Go to www.eanifunding.org.uk

Click here - 'Register with EA'



Registering with EA for the first time...

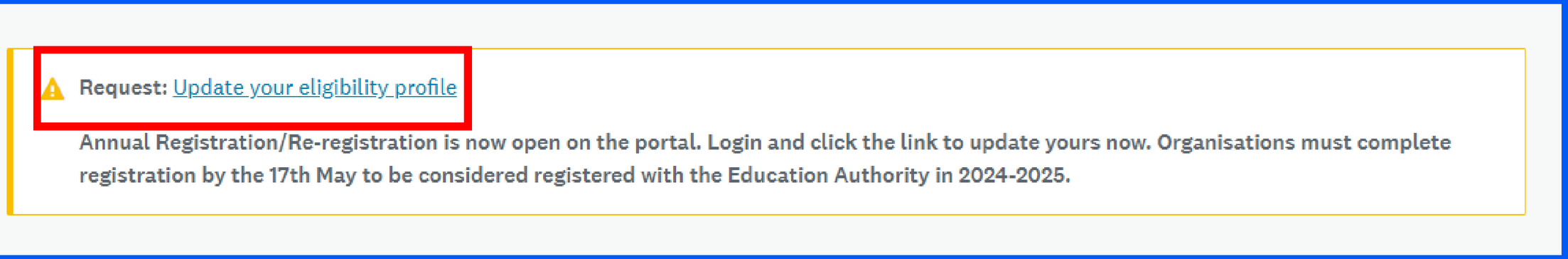
Scroll down the page on the Register with EA page until you see Request an Online Account...



Click on Request an Online Account

Logging onto the portal

When logging onto the portal you need to click “update your eligibility profile” to register for EA Funding



How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 23/24
All current registered companies will need to update their registration to confirm everything is accurate.

Step One: Registration Type

****IMPORTANT****

SELECT: LOCAL VOLUNTARY YOUTH ORGANISATION

Registration Type

All organisations are subject to a verification visit or check by the Education Authority. This may include organisations re-registering annually. Any funding applications or awards are subject to organisations meeting and maintaining the requirements of registration based on the registration types outlined below.

LOCAL VOLUNTARY YOUTH ORGANISATION

Registered with the Education Authority as a Local Voluntary Youth Organisation with access to apply for and deliver on Local Area Based, Local Project and Generic Non-Targeted Funding. Organisations registered as a Local Voluntary Youth Organisation can also apply for and deliver on Regional Project and Regional Development Funding. This includes access to apply for TBUC Camps and Planned Intervention Funding.

REGIONAL VOLUNTARY YOUTH ORGANISATION

Registered with the Education Authority as a Regional Voluntary Youth Organisation with access to apply for and deliver on Regional Development, Regional Project Funding and if you have a minimum of 10 EA registered Local Voluntary Youth Organisation members who have nominated you as their support organisation registered with EA, access to apply for and deliver on Regional Strategic Funding. This includes access to apply for TBUC Camps and Planned Intervention Funding.

NON-REGISTERED ORGANISATION

Registered for an account only to access funding which does not require registration with the Education Authority as a Regional or Local Voluntary Youth Organisation. For example to apply for and deliver on; T:BUC Camps Funding, Planned Intervention Funding, or Regional Development or Regional Project Funding.

STATUTORY PROVISION - LOCAL

THIS DOES NOT APPLY TO COMMUNITY AND VOLUNTARY SECTOR ORGANISATIONS.

Statutory EA Youth Provision, within Local Services, for reporting purposes and to facilitate applications for *T:BUC Camps Funding and Planned Intervention Funding.*

STATUTORY PROVISION – REGIONAL

THIS DOES NOT APPLY TO COMMUNITY AND VOLUNTARY SECTOR ORGANISATIONS.

Statutory EA Youth Provision, within Regional Services, for reporting purposes and to facilitate applications for *T:BUC Camps Funding and Planned Intervention Funding.*

Please indicate your type of registration:

Registration Type	

Step Two: Registration Status

Current Registration Status

Please Select from below the option that applies to your organisation:

Please note: to be classed as previously registered organisation with EA you must have a previous registration with EA on file which has been verified. All new organisations can begin applications for funding, however a verification with EA will be required before any offer of funding is issued.

☐ New Registration ☐ Previously Registered

Step Three: Organisation Details

Organisation Details

Once submitted, this information cannot be edited without contacting youthfunding@eani.org.uk.

Name of Organisation			
Leader in Charge Name			
Registered Address of Premises			
Local Area Council		Postcode	
Contact Telephone			
Website Address (if applicable)			

How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 23/24
All current registered companies will need to update their registration to confirm everything is accurate.

Step Four: Nomination Selection

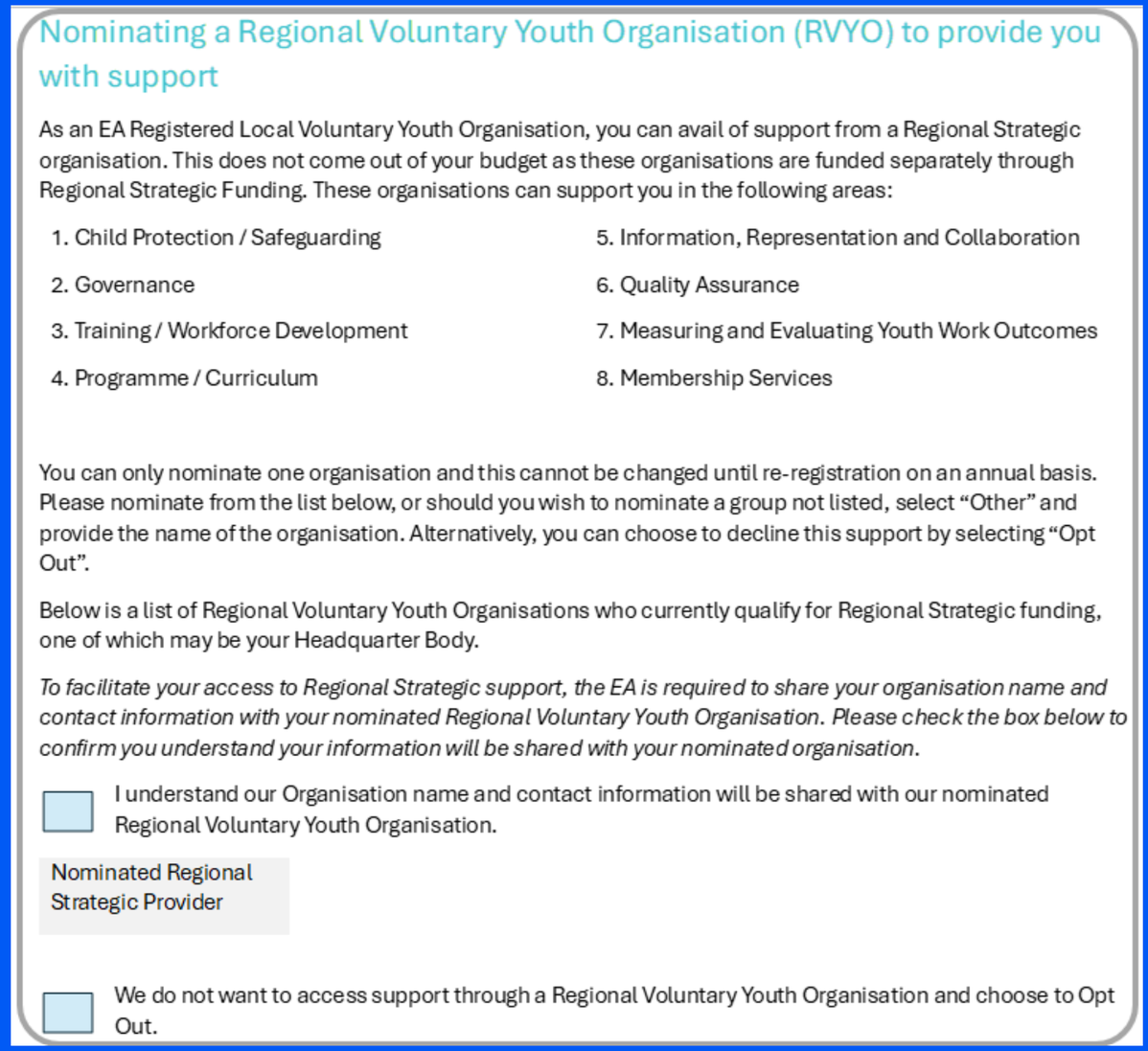
Please select The Northern Ireland Boys' Brigade from the drop down box

Organisation Type

Select Uniformed Organisation

Click here

To operate as a BB company in NI you must be part of BBNI so you cannot select to opt out.



Nominating a Regional Voluntary Youth Organisation (RVYO) to provide you with support

As an EA Registered Local Voluntary Youth Organisation, you can avail of support from a Regional Strategic organisation. This does not come out of your budget as these organisations are funded separately through Regional Strategic Funding. These organisations can support you in the following areas:

1. Child Protection / Safeguarding
2. Governance
3. Training / Workforce Development
4. Programme / Curriculum
5. Information, Representation and Collaboration
6. Quality Assurance
7. Measuring and Evaluating Youth Work Outcomes
8. Membership Services

You can only nominate one organisation and this cannot be changed until re-registration on an annual basis. Please nominate from the list below, or should you wish to nominate a group not listed, select "Other" and provide the name of the organisation. Alternatively, you can choose to decline this support by selecting "Opt Out".

Below is a list of Regional Voluntary Youth Organisations who currently qualify for Regional Strategic funding, one of which may be your Headquarter Body.

To facilitate your access to Regional Strategic support, the EA is required to share your organisation name and contact information with your nominated Regional Voluntary Youth Organisation. Please check the box below to confirm you understand your information will be shared with your nominated organisation.

☐ I understand our Organisation name and contact information will be shared with our nominated Regional Voluntary Youth Organisation.

Nominated Regional Strategic Provider

☐ We do not want to access support through a Regional Voluntary Youth Organisation and choose to Opt Out.

How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 23/24

Step Five: Governance Type

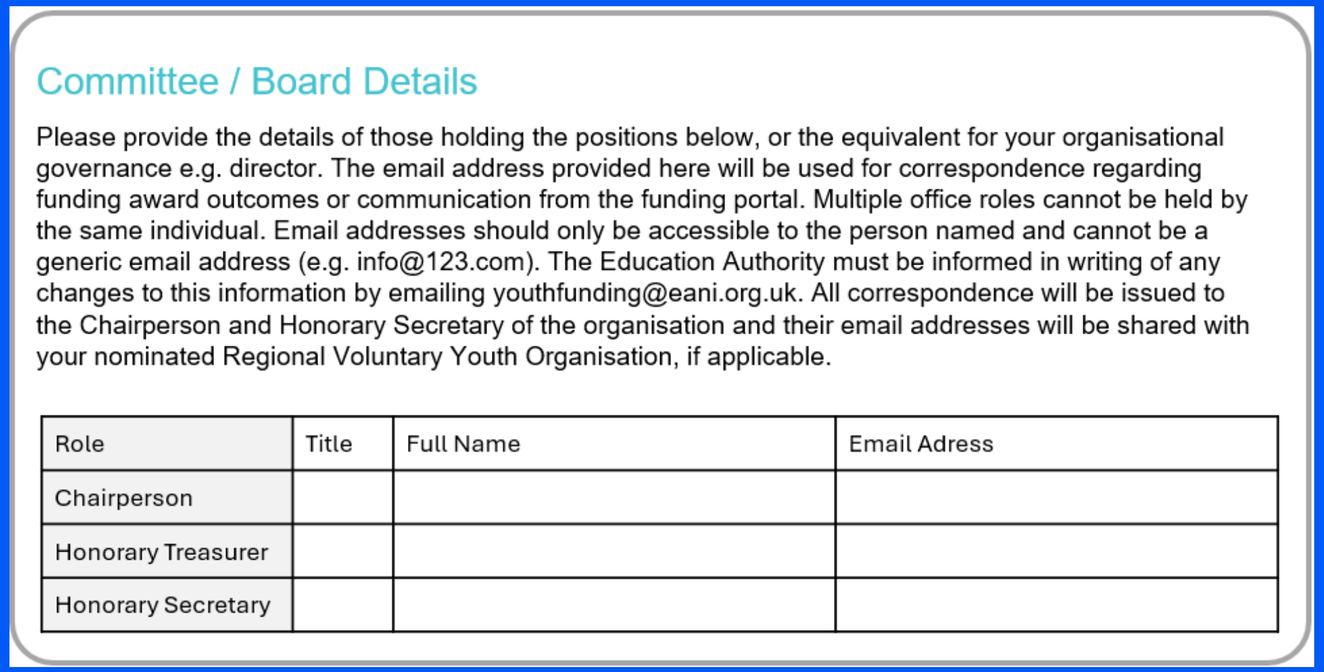
You will need to upload the updated BBNI regulations onto your EA application: CLICK HERE to be taken to our website to download our regulations and upload them onto the EA website.

- Select "Unincorporated Association (Non-Charity Registered)" on the drop box for governance type
- Select "We adopt the governance of our Headquarter Body"
- Select "The Northern Ireland Boys' Brigade" on the drop down box

How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 23/24

Step Eight: Committee / Board Details



Committee / Board Details

Please provide the details of those holding the positions below, or the equivalent for your organisational governance e.g. director. The email address provided here will be used for correspondence regarding funding award outcomes or communication from the funding portal. Multiple office roles cannot be held by the same individual. Email addresses should only be accessible to the person named and cannot be a generic email address (e.g. info@123.com). The Education Authority must be informed in writing of any changes to this information by emailing youthfunding@eani.org.uk. All correspondence will be issued to the Chairperson and Honorary Secretary of the organisation and their email addresses will be shared with your nominated Regional Voluntary Youth Organisation, if applicable.

Role	Title	Full Name	Email Adress
Chairperson			
Honorary Treasurer			
Honorary Secretary			

Enter details of chairholders below:
They cannot be the same name or email address.

- The chairperson should be your captain.
- Use your company treasurer for Honarary Treasurer
- Use your Chaplain or another leader for your Honorary Secretary

Please note these people need to be involved within your BB company or within your church leadership.

How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 23/24

Step Nine: Insurance and Health and Safety and Safeguarding.

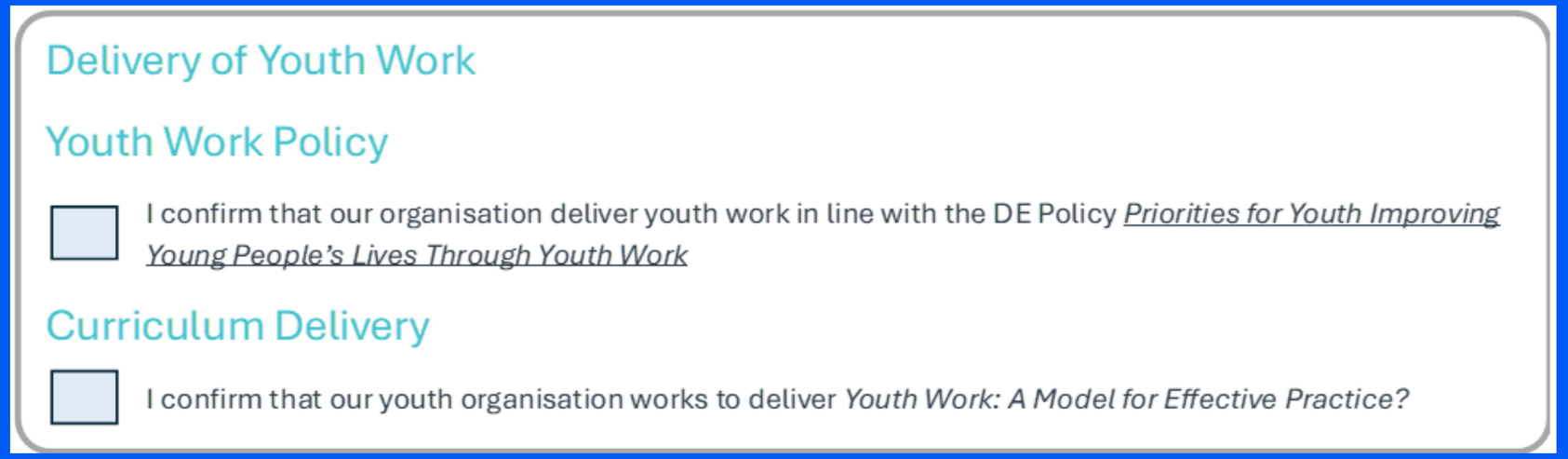
Select this to "declare that our organisation has appropriate insurance in place"

Upload our safeguarding policy via the upload button on the EA website.
This has changed since last year. Delete existing policy on website (if applicable) and upload our updated policy. Please click here to download it from the BBNI website.

Select 'NO' to "Do you work with Young People aged 18 to 25?"

How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 23/24



Step Ten: Youth Work Policy

- Please confirm your organisation delivers youth work in line with the DE Policy Priorities for Youth
- Tick the box

Step Eleven: Curriculum Delivery

- Please confirm that your youth organisation works to deliver 'Youth Work a Model for Effective Practice'.
- Tick the box

How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 23/24

Step Thirteen: Youth Membership Breakdown

- Enter the numbers you have in the age group categories noted for ages 4 - 18 only.

Youth Membership

Information provided in this section must only be children and young people registered with your organisation. This data will pre-populate any Generic/Non-Targeted Funding application you may make for this year.

Age Band		Number of Members
4 to 8 Year Olds	**P1 - P4**	
9 to 13 Year Olds	**P5 - Yr 10**	
14 to 18 Year Olds	**Yr 10 - Yr 14**	
19 to 21 Year Olds		LEAVE BLANK
22 to 25 Year Olds		LEAVE BLANK

How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 23/24

Step Fourteen: Staff and Volunteers

	no of People	No of combined hrs per week
Part - time (EA funded)	enter 0	enter 0
Full - time (EA funded)	enter 0	enter 0
Volunteers		

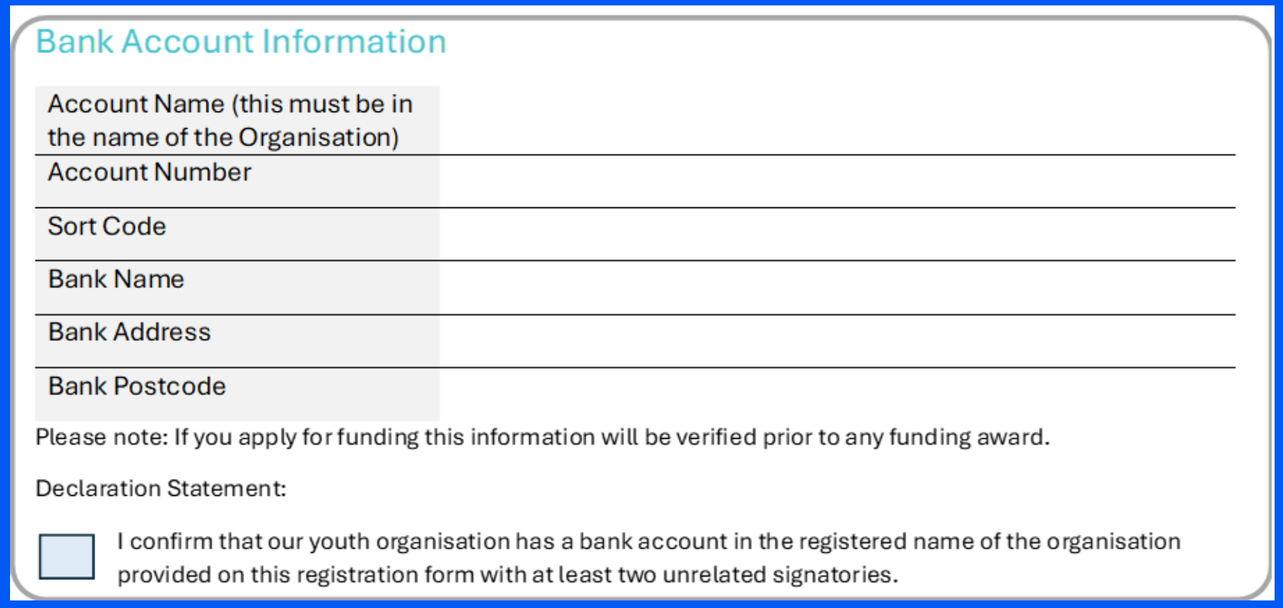
Enter the number of leaders you have. Please note ALL leaders/helpers MUST be registered with BBNI.

Enter the number of combined hours they work for BB each week - hours can only count for delivery of the programme and contact with the children/young people.

How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 23/24

Step Fifteen: Bank Account Information



Bank Account Information

Account Name (this must be in the name of the Organisation)	
Account Number	
Sort Code	
Bank Name	
Bank Address	
Bank Postcode	

Please note: If you apply for funding this information will be verified prior to any funding award.

Declaration Statement:

☐ I confirm that our youth organisation has a bank account in the registered name of the organisation provided on this registration form with at least two unrelated signatories.

- Enter bank details here and read declaration statement and check all details are correct.
  As per BBNI regulation 71 the company captain must make arrangements to provide their BB accounts to the church.
- Select:
  I confirm that our youth organisation has a bank account in the registered name of the organisation provided on this registration form with at least two unrelated signatories

Data Protection and Declaration

- Read carefully and select "I confirm that our youth organisation has a bank account in the registered name of the organisation provided on this registration form with at least two unrelated signatories"

Enter signatory positions (eg Captain) and Full Name

Sign - using mouse or finger/stylus if on tablet/mobile

Stage 2 – Completing End of Year Report 2023-2024

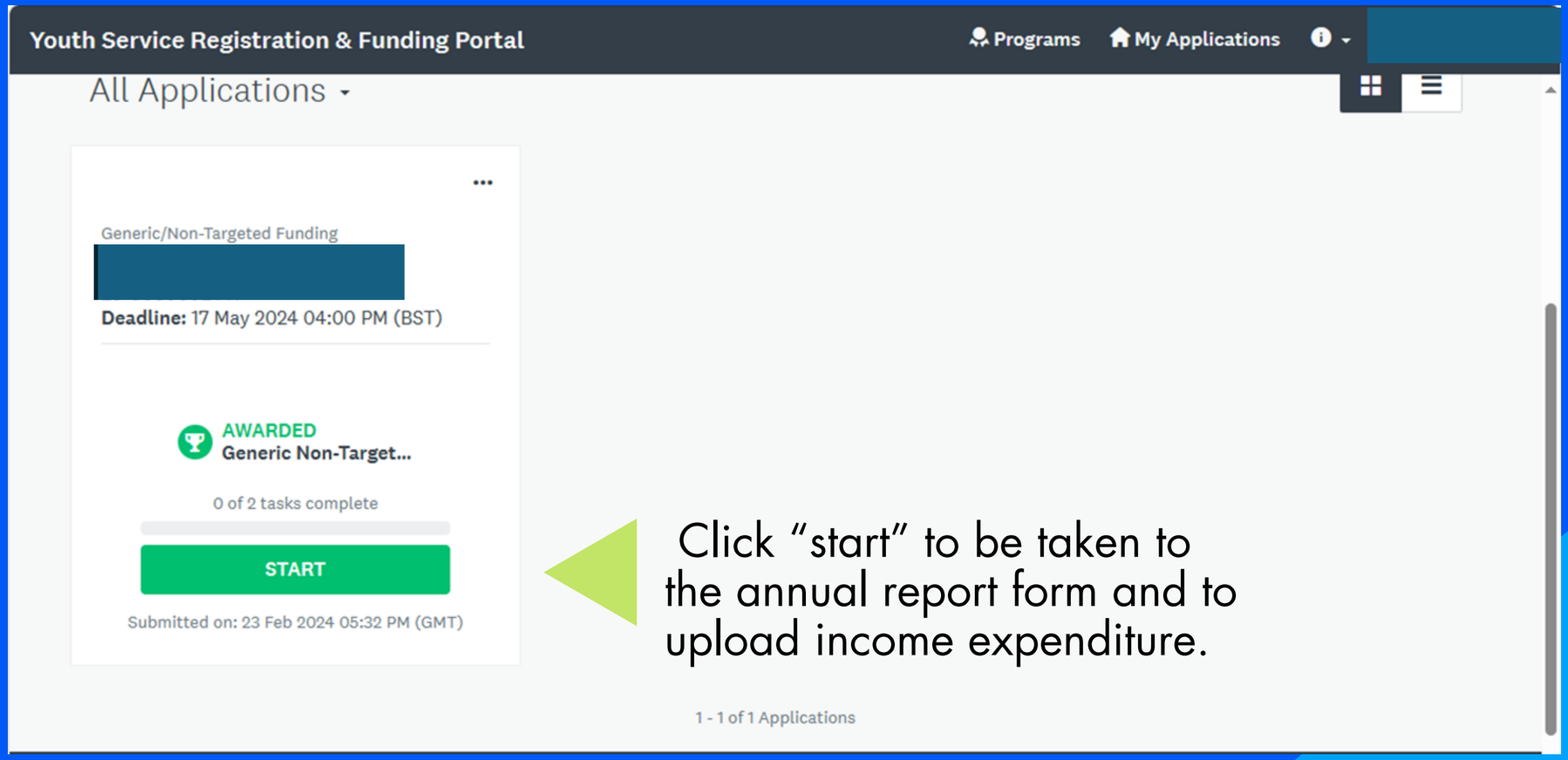
If currently in receipt of 2023-2024 Generic/Non-Targeted Funding

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

Annual Report for 23/24 session

Your Annual Report must be completed BEFORE you can apply for funding for 24/25 session.

- If you are applying for EA funding for the first time you can skip this stage.



Click “start” to be taken to the annual report form and to upload income expenditure.

Annual Report for 23/24 session

Membership by age band

Enter the numbers of young people by age band for the registration period of 23/24

Generic/Non-Target Funding Report

Draft

Membership by Age Band

Please provide below the number members who are part of your organisation within the age categories outlined.

	Number of Members
4-8 Years	0
9-13 Years	0
14-18 Years	0
19-21 Years	0
22-25 Years	0

Total Membership: 0

Engagement Framework Return

Enter the number of young people per stage on the engagement framework based on your membership. This framework can be downloaded from our BBNI website HERE

Engagement Framework Return

Using the guidance provided, consider and assign each young person in your membership to one of the categories of engagement listed below. Count each young person in one category only. The total number should be equal to the total number of your membership.

CLICK HERE FOR GUIDANCE ON USING THE ENGAGEMENT FRAMEWORK

	Number
Contact	0
Engagement	0
Active Participation	0
Maximising Potential	0

Total Members Reported on under the Engagement Framework: 0

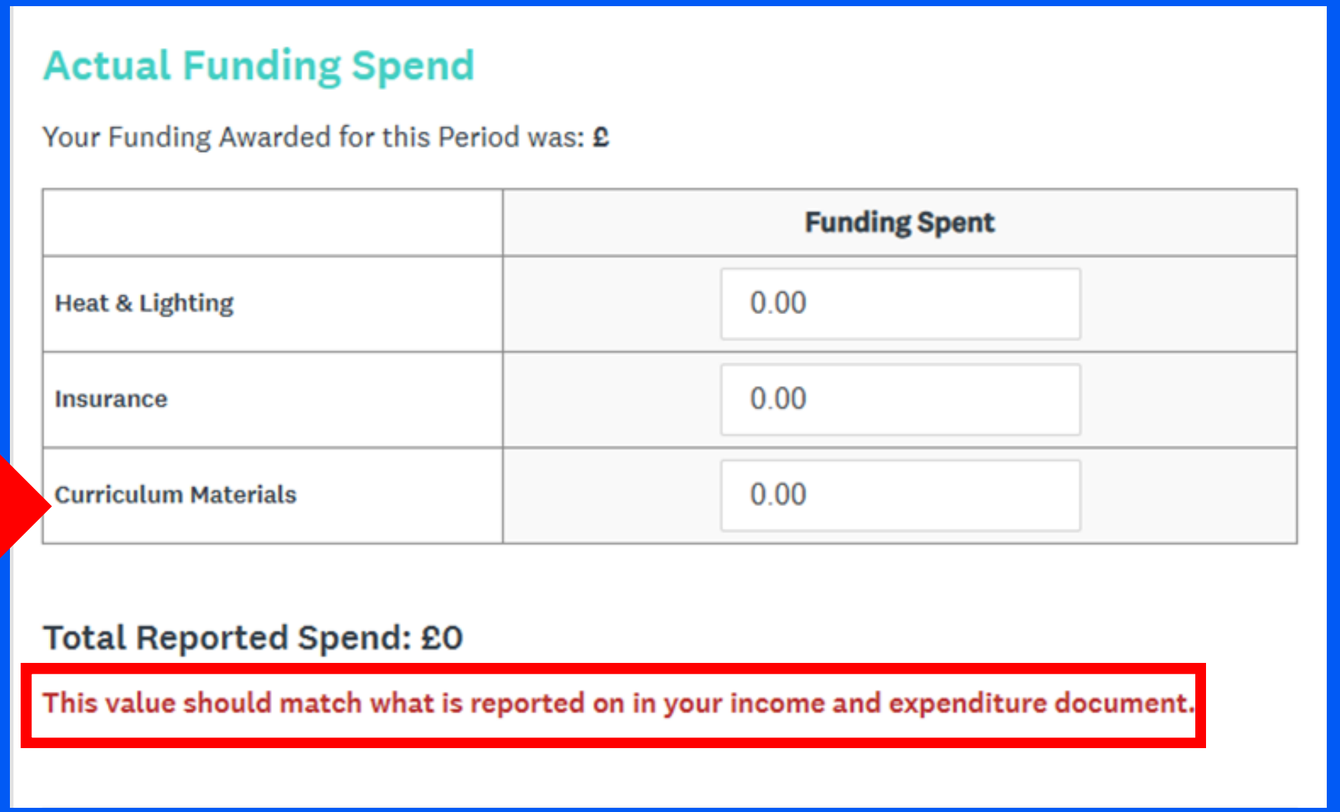
This Number should match your total member number noted in the previous question.

Annual Report for 23/24 session

Actual Funding Spent

Enter details of how much of your funding award in 2023 - 2024 you spent - hopefully all of it! You can claim £3 per child/young person for BBNI insurance and a further £3 per child/young person for BBNI programme.

Place BBNI programme spend under here with other programme & curriculum spends

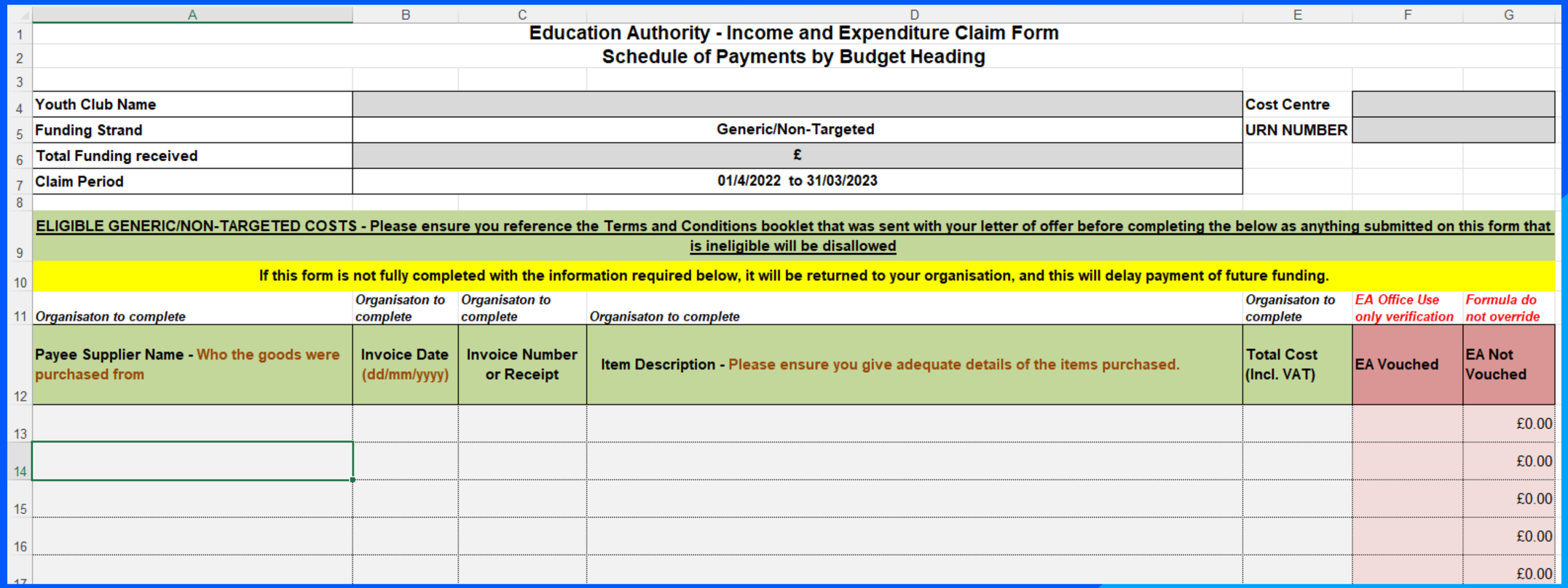


Annual Report for 23/24 session - income and expenditure report

Income and Expenditure

This step is important and must be completed on the provided template!

- Download claim form here: https://eanifunding.org.uk/wp-content/uploads/2024/04/Generic-Non-Targeted-Income-and-Expenditure-Report-2023-2024-1.xlsx
- Complete form for the 23/24 period and upload onto your EA application.



	A	B	C	D	E	F	G
1	Education Authority - Income and Expenditure Claim Form						
2	Schedule of Payments by Budget Heading						
3							
4	Youth Club Name				Cost Centre		
5	Funding Strand	Generic/Non-Targeted			URN NUMBER		
6	Total Funding received	£					
7	Claim Period	01/4/2022 to 31/03/2023					
8							
9	ELIGIBLE GENERIC/NON-TARGETED COSTS - Please ensure you reference the Terms and Conditions booklet that was sent with your letter of offer before completing the below as anything submitted on this form that is ineligible will be disallowed						
10	If this form is not fully completed with the information required below, it will be returned to your organisation, and this will delay payment of future funding.						
11	*Organisaton to complete*	*Organisaton to complete*	*Organisaton to complete*	*Organisaton to complete*	*Organisaton to complete*	*EA Office Use only verification*	*Formula do not override*
12	Payee Supplier Name - Who the goods were purchased from	Invoice Date (dd/mm/yyyy)	Invoice Number or Receipt	Item Description - Please ensure you give adequate details of the items purchased.	Total Cost (Incl. VAT)	EA Vouched	EA Not Vouched
13							£0.00
14							£0.00
15							£0.00
16							£0.00
17							£0.00

Annual Report for 23/24 session - income and expenditure report

Check here to see what you can claim for

Terms and Conditions for Use of Generic Youth Provision Funding – EANI Funding

Stage 3 – Completing a 2024-2025 Application

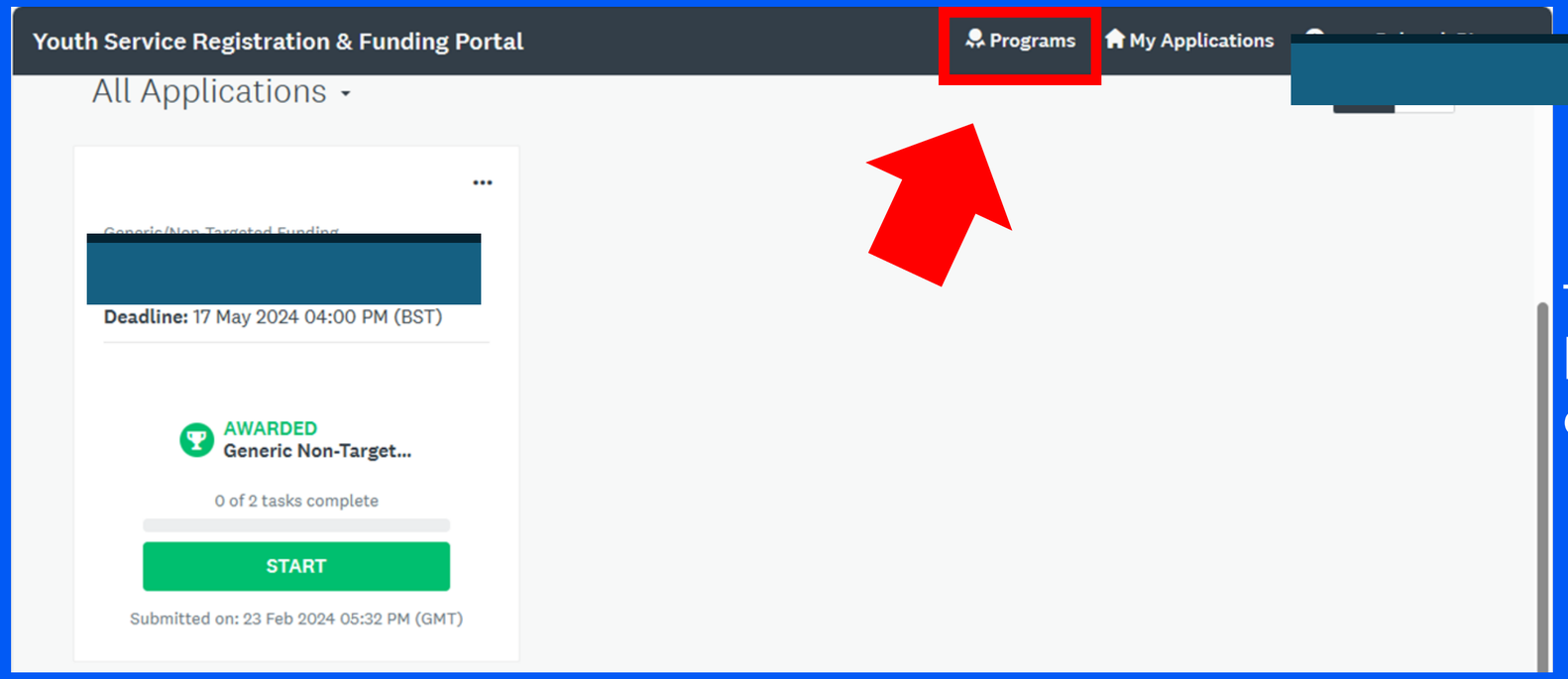
For Generic Non-Targeted Funding

Education Authority

Application for 24/25 session

Click on Programs - top right of page.

- Select Generic Non-Targeted Funding - you can only do this when you have completed your Annual Report online.
- Click on Apply button.
  This will read View Application if you have not competed your annual Report.

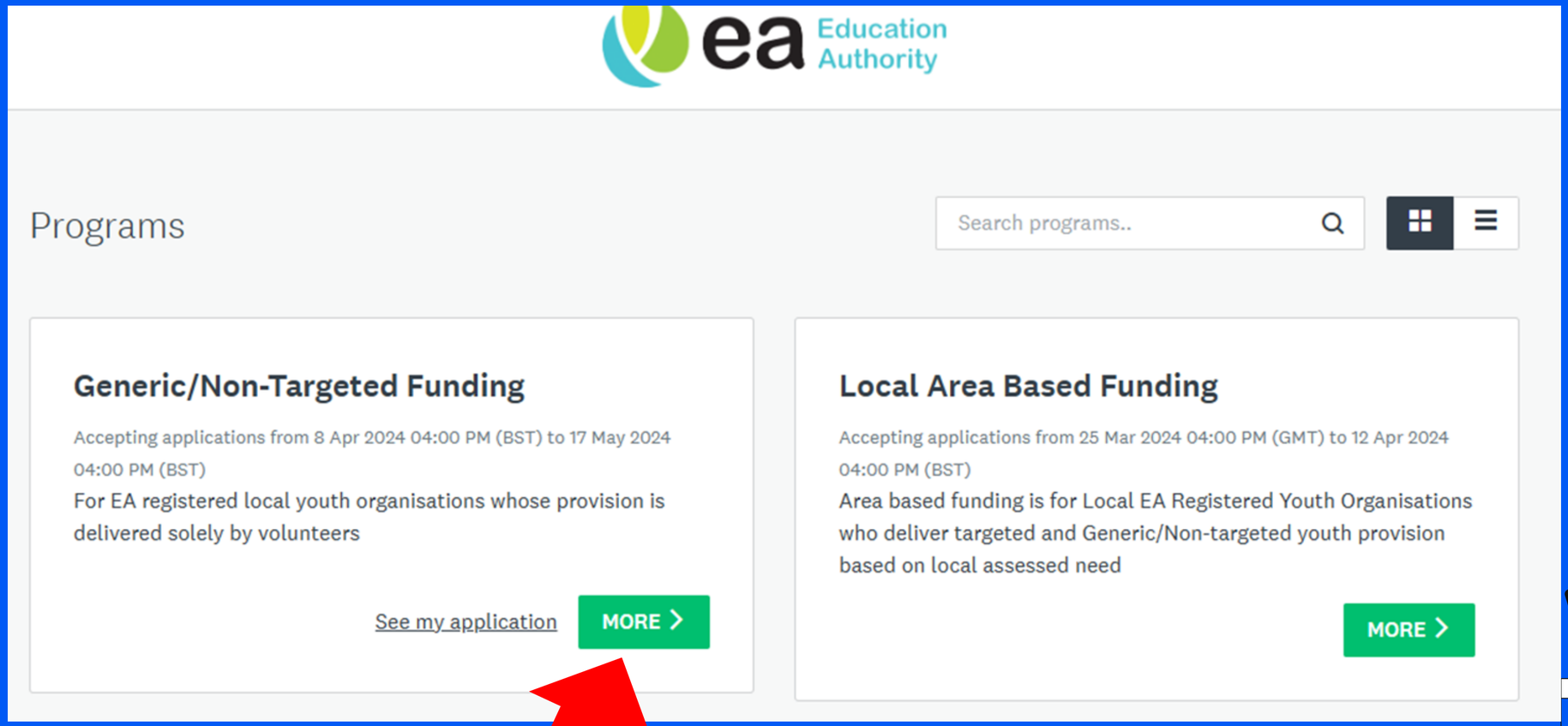


These steps MUST be completed to apply for funding

Application for 24/25 session

Programs

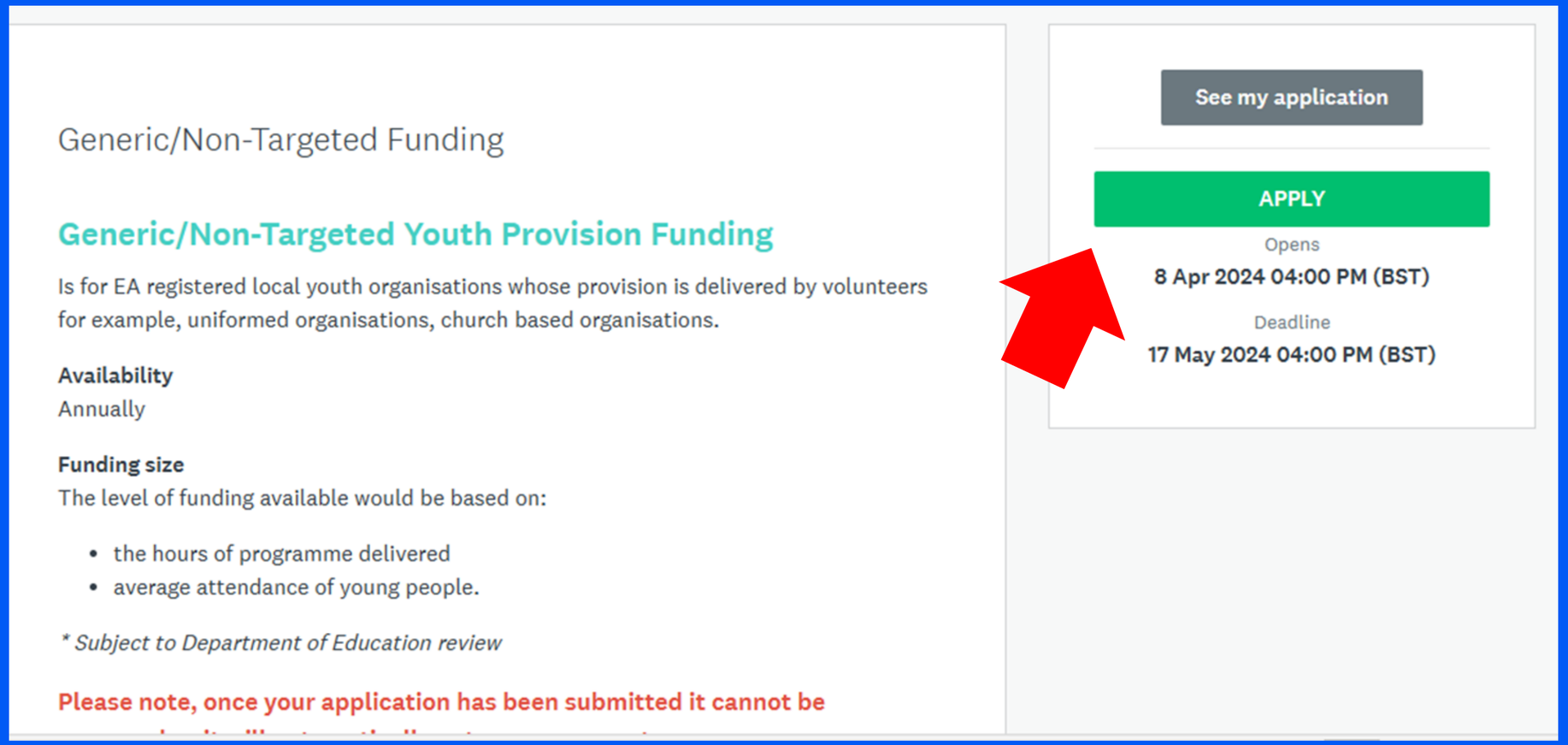
Click “Generic/Non-Targeted Funding”



Application for 24/25 session

Generic/Non-Targeted Funding

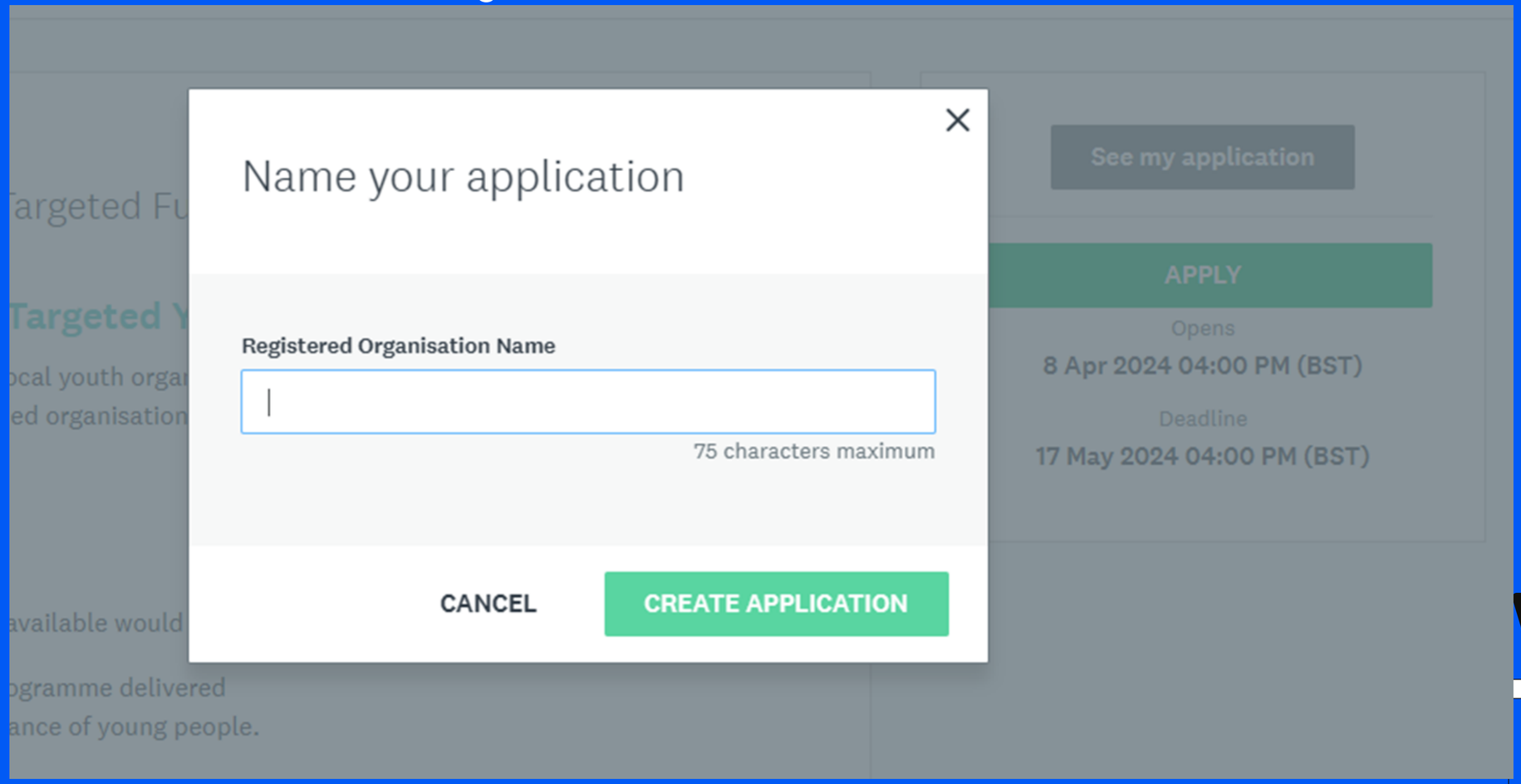
Click Apply



Application for 24/25 session

Name your application

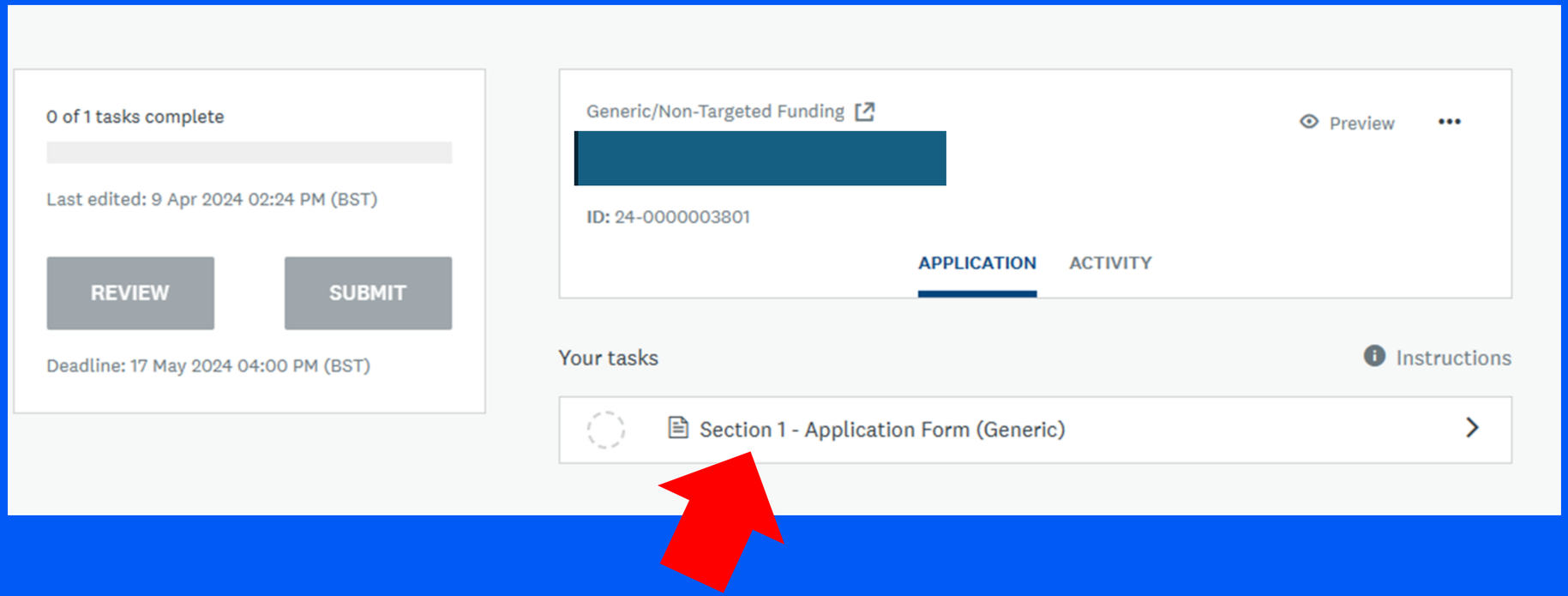
Insert the name of your BB Company into the box below and click CREATE APPLICATION. This is the same as the organisation info.



Application for 24/25 session

Application Page

Click “Section 1 - Application Form (Generic)



Application for 24/25 session

Registration Details

These do not need to be changed as they were already completed in your initial registration, click on “remains the same” when checking these boxes.

SAFEGUARDING AND CHILD PROTECTION

Child Protection Policy

Please confirm that your Child Protection Policy (submitted as part of EA registration) is up to date and compliant with Disclosure and Barring Procedures as described in DE Guidance OR If your organisation has amended its policy since your previous registration with EA.

Groups are advised that it is an offence to knowingly employ a person who has been disqualified from working with children and young people

(●) **Policy Remains the same** ( ) **Policy has been Revised**

BANK ACCOUNT

Bank Account

Please select from the drop down list below the option that is most applicable to you.

Our Bank Account Remains the same since our last application for funding from the Education Authority. If you select this option will not be required to provide this information as part of the application

Our Bank Account Details have changed since our last application for funding from the Education Authority. If you select this option you will be required to provide this information as part of your application

This is our first application for funding. If you select this option will be required to provide your Bank Account information as part of this application.

Our Bank Account Remains the Same

Application for 24/25 session

Total weeks of programme provided per year

Enter how many weeks per year your programme is delivered for children and young people

Total Number of Operational Weeks Per Year

Total number of weeks your programme is provided per year delivered between the 1st of April to the 31st of March

34

Application for 24/25 session

Programme Overview

- This will be in the form of a table (see below) that will ask for your days active, sections/age groups, number of hours and average attendance.

Example:

Programme Overview

	Week Day	Section/Age Group	Start Time	End Time	Hours Delivered	Average Session Attendance
Session 1	Friday	4-8 Years	6.30	7.30	1	6
Session 2	Friday	9-13 Years	6.30	7.30	1	9
Session 3	Friday	9-13 Years	7.45	9.00	1.15	6
Session 4	Friday	14-18 Years	7.45	9.00	1.15	8

Anchors (P1 - P4)

Juniors (P5 - P7)

Company (Yr 8 - Yr 10)

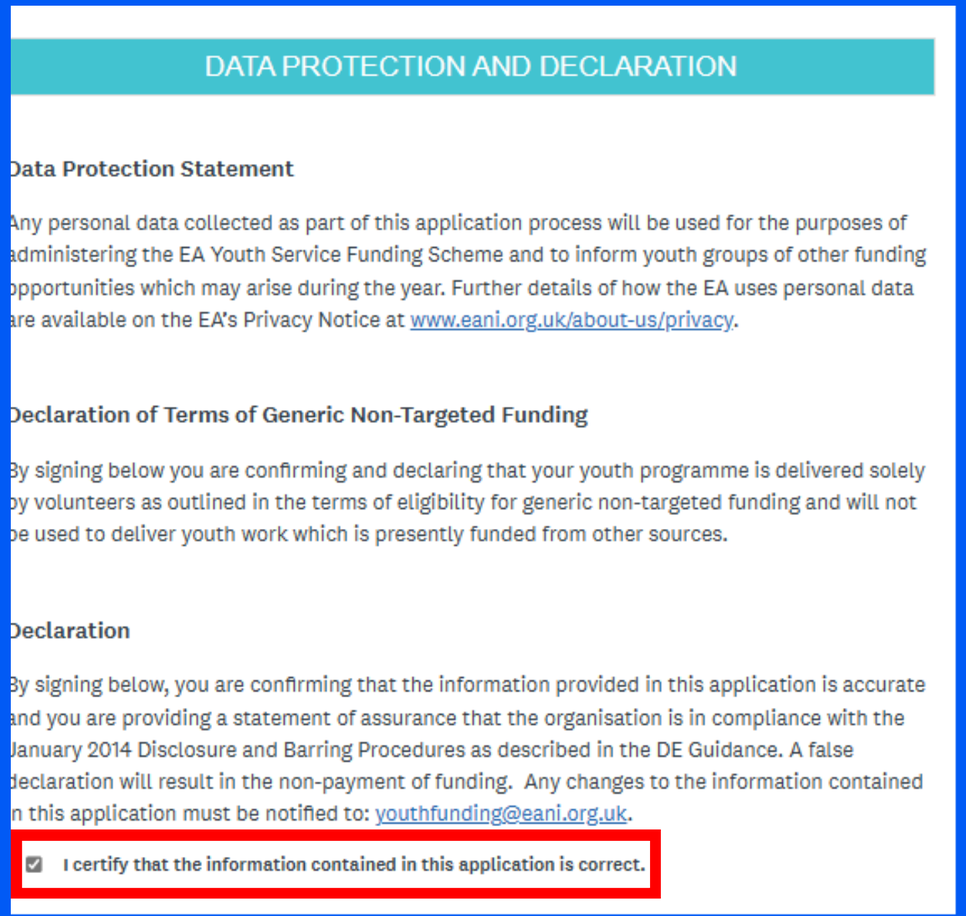
Seniors (Yr 11 - Yr 14)

The EA may visit or contact you to verify the accuracy of the information provided in your application as part of their audit process.

Application for 24/25 session

Data Protection and Declaration

Read and check the box at the end of the declaration to agree that all your information is correct. Then enter your name, position within the organisation amd sign your name using the mouse on a laptop or finger on a tablet.
Hit mark as complete and then follow the next step!


DATA PROTECTION AND DECLARATION

Data Protection Statement

Any personal data collected as part of this application process will be used for the purposes of administering the EA Youth Service Funding Scheme and to inform youth groups of other funding opportunities which may arise during the year. Further details of how the EA uses personal data are available on the EA's Privacy Notice at www.eani.org.uk/about-us/privacy.

Declaration of Terms of Generic Non-Targeted Funding

By signing below you are confirming and declaring that your youth programme is delivered solely by volunteers as outlined in the terms of eligibility for generic non-targeted funding and will not be used to deliver youth work which is presently funded from other sources.

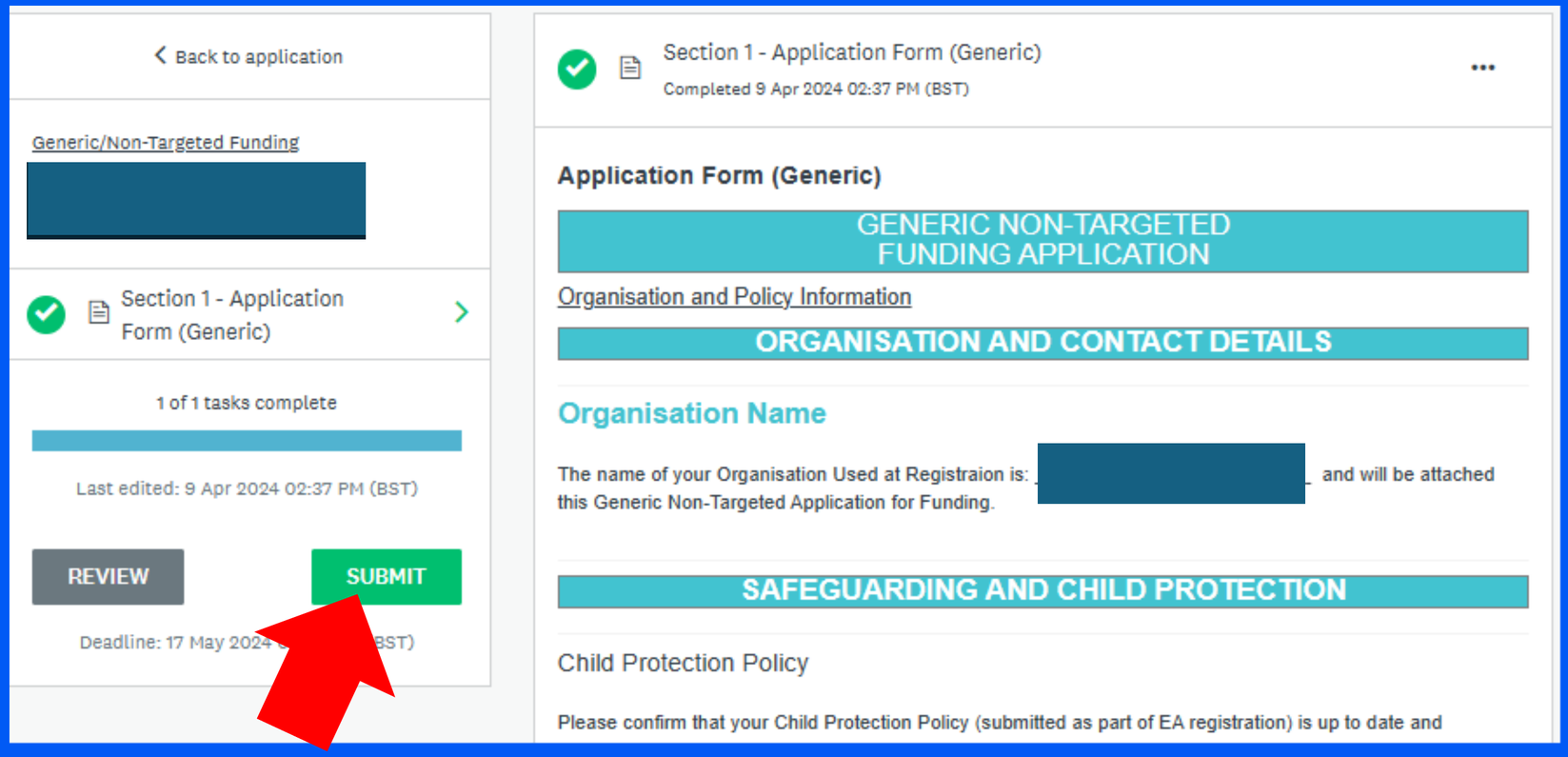
Declaration

By signing below, you are confirming that the information provided in this application is accurate and you are providing a statement of assurance that the organisation is in compliance with the January 2014 Disclosure and Barring Procedures as described in the DE Guidance. A false declaration will result in the non-payment of funding. Any changes to the information contained in this application must be notified to: youthfunding@eani.org.uk.

☑ I certify that the information contained in this application is correct.

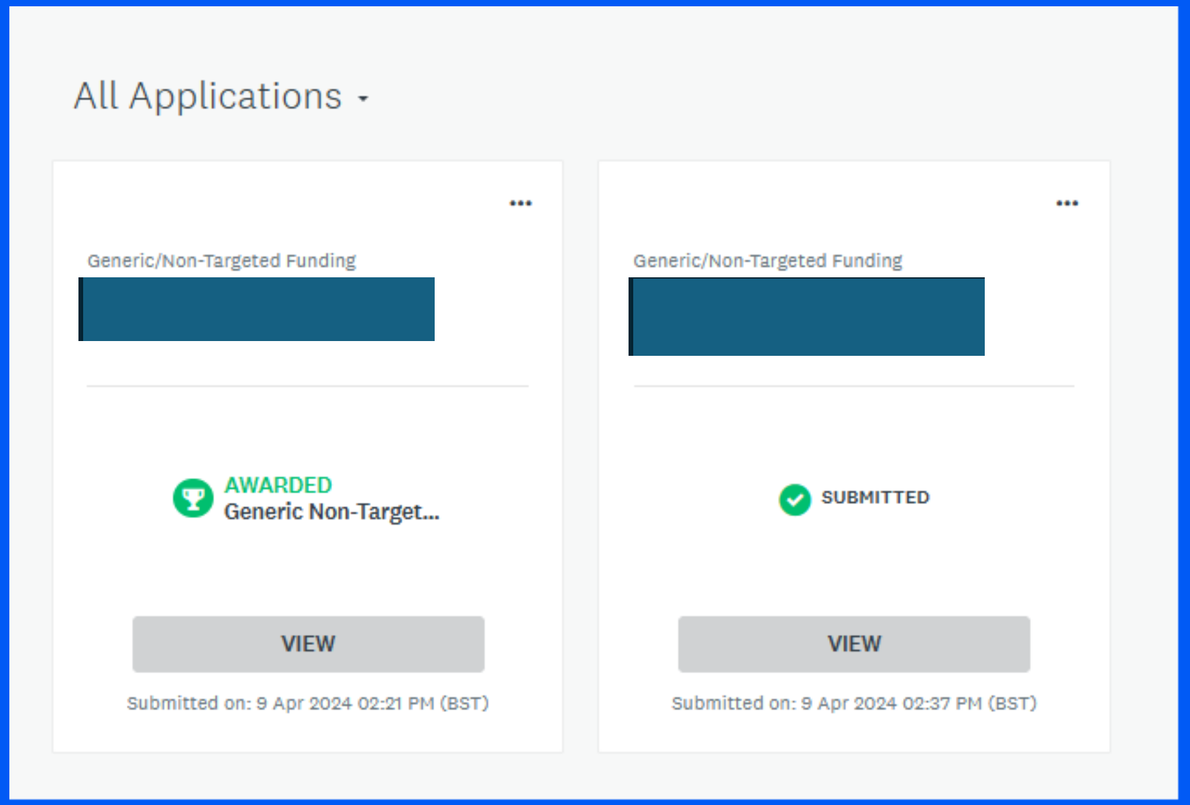
Application for 24/25 session

After hitting “mark as complete” remember to hit “submit” or your application will not be processed.



Application for 24/25 session

Visit “All Applications” to ensure that both of your applications have been submitted to EA.



BBNI

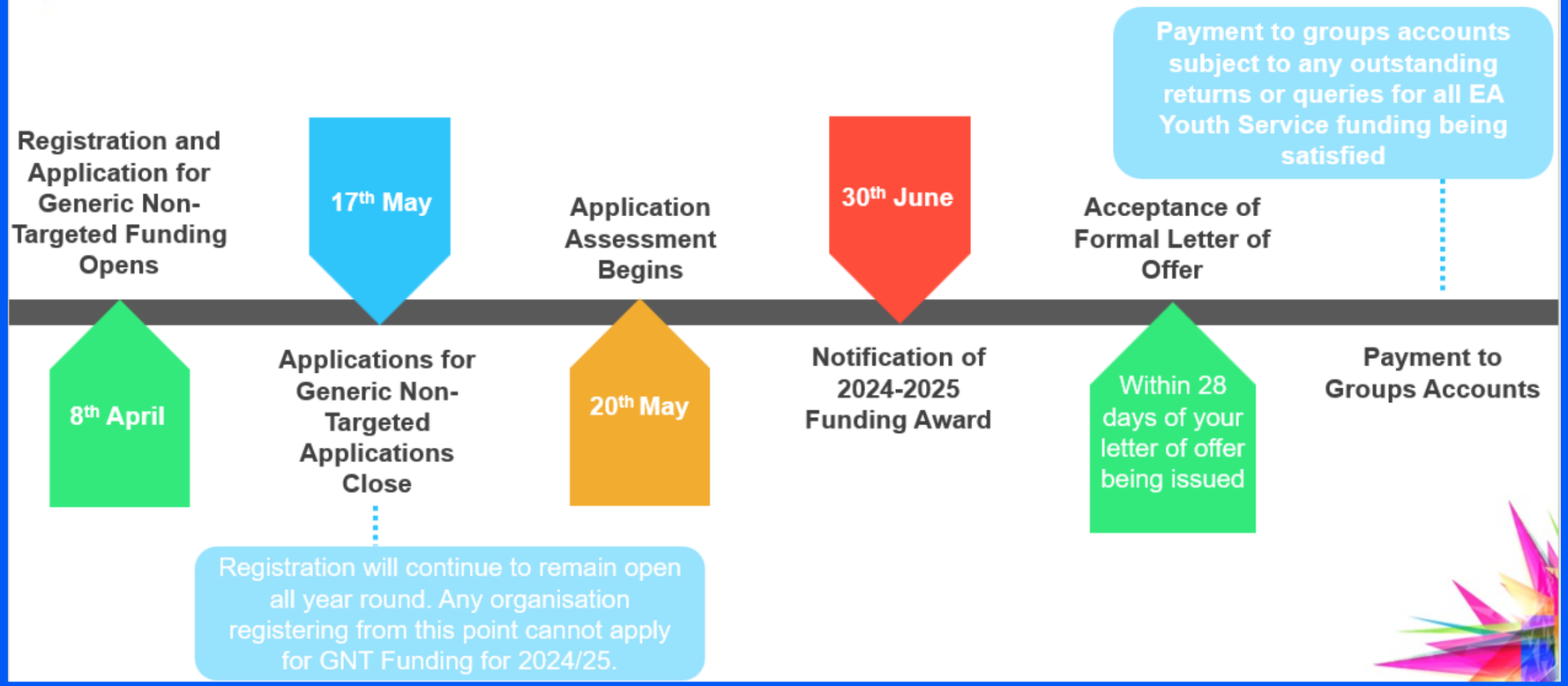
THE NORTHERN IRELAND BOYS' BRIGADE

Confused? Get in touch with the team at BBNI

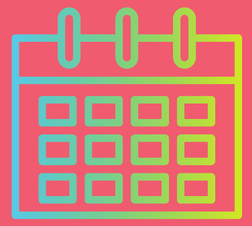
028 9268 8444

BBNI
THE NORTHERN IRELAND BOYS' BRIGADE

Application, Assessment & Award Timeline



Deadline for Applications



17th May 2024

Allow time for approval for some stages such as getting your online account active (if new to registering and applying), registration approval and Annual Report approval.