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| C:\Users\1283020\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\T-buc White Logo copy.png  **T:BUC Camps Programme 2018/19**  **Application Form** |
| **Please read the Guidance Notes before you fill in this form. Copies of the Guidance Notes and Application Form are available to download at www.eani.org.uk**    **You must submit separate applications forms for each proposed T:BUC Camp Project.**  **Please answer each question in the box provided. No additional documentation will be considered. Please do not send any additional brochures or leaflets at this stage.**  **If an application is deemed incomplete it will be rejected.** |
| **Returning your application** |
| **Applications should be returned to the Education Authority.**  **Applications may be submitted by email or hard copy. The closing date for receipt of all applications with appropriate documentation is Friday 23rd February 2018 at 2PM**  **Applications should be returned to:**  **Post: Youth Service**  **Education Authority**  **Grahamsbridge Road**  **Dundonald**  **Belfast**  **BT16 2HS.**  **Email Address:** [**tbuc@eani.org.uk**](mailto:tbuc@eani.org.uk)  **Applications received after the closing date/time may not be considered.** |

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| Section 1: Organisational Background | | | | | | | | |
| **Contact Details** | | | | | | | | |
| **Group/Lead Organisation Name** |  | | | | | | | |
| **Contact Name** |  | | | | | | | |
| **Position** |  | | | | | | | |
| **Address for Correspondence** |  | | | **Post Code:** | |  | | |
| **Telephone Number:** |  | | | **Mobile:** | |  | | |
| **Website Address:** |  | | | | | | | |
| **Email Address:** |  | | | | | | | |
| **Please indicate how you found out about T:BUC Camps** | Funding Fair/Forum | | |  | Executive Office website | | |  |
| E-mail Notification | | |  | EA website | | |  |
| Council Good Relations Officer | | |  | Partner Group | | |  |
| Other (specify) | | |  | | | | |
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| **Is your organisation registered with the Education Authority?** | | | | |  | | | |
| **If your group is not registered with EA please provide Bank Account details. (Bank Account must have two signatories and be in the same name as the applicant group)** | | | | | | | | |
| **Bank Account Name** | |  | | | | | | |
| **Account Number** | |  | | | | | | |
| **Sort Code** | |  | | | | | | |
| **Name of Bank** | |  | | | | | | |
| **Bank Address** | |  | | | **Post Code** | |  | |
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| **Please list office bearers below and attach a copy of your constitution:** | | | | | | | | |
| **Chair – Name** | | |  | | | | | |
| Address | | |  | | | | | |
| Post Code | | |  | | | | | |
| **Secretary– Name** | | |  | | | | | |
| Address | | |  | | | | | |
| Post Code | | |  | | | | | |
| **Treasurer Name** | | |  | | | | | |
| Address | | |  | | | | | |
| Post Code | | |  | | | | | |
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| **What is the legal status of your organisation? (E.g. voluntary/community body with a constitution, limited company/company limited by guarantee with charitable status, registered charity etc.).** | | | |  | | | | |
| **Charity Registration Number (if applicable)** | | | |  | | | | |

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| **Child Protection Declaration BY NON-REGISTERED GROUPS Please refer to Section 7 of Guidance notes** | |
| **Does your organisation have a child protection policy?**  (A copy should accompany your application) |  |
| **Does your Policy outline procedures for recruitment and criminal record background checks in line with the Department of Education regulations?** |  |
| **STATEMENT OF ASSURANCE:** | |
| Our organisation is in compliance with the Disclosure and Barring Procedures as described in the Department of Education guidance published January 2014.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson** | |
| **Groups are advised it is an offence to knowingly employ a person who has been disqualified from working with children** | |
| **Do you hold current and appropriate insurance cover for your project including Public Liability and Employers Liability Insurance?** | **Yes/No** |
| **Is your organisation registered with Access NI?** | **Yes/No** |
| **If yes, please provide:** | |
| **Date of Registration** |  |
| **Access NI Registration Number** |  |
| **Name of Lead Signatory for Registration** |  |
| **OR** | |
| **Registered with an umbrella body in order to obtain Access NI checks?** |  |
| **If Yes please give name of umbrella body** |  |
| **OR** | |
| **If the organisation is not registered in either case above, please provide a statement detailing why this is the case** | |
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| Section 2 Your T:BUC Camp Project | | | | | | |
| **What is the name of your project?** | |  | | | | |
| **When will your project start? (day/month/year)** | |  | | | | |
| **When will your project end? (day/month/year)** | |  | | | | |
| **Band of Funding you are applying for:**  **Please see Guidance Notes section 8 for further details on the different bands of funding.** | | **Band 1** | | |  | |
| **Band 2** | | |  | |
| **Band 3** | | |  | |
| **Contact Details for person responsible for delivery of project if different from Section 1 of application form.** | | **Name** | | |  | |
| **Position** | | |  | |
| **Telephone Number** | | |  | |
| **Email address** | | |  | |
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| **Please provide details of all the organisations/groups involved in the project.**  *For example, community & voluntary groups, schools, youth clubs, sporting organisations, faith-based, statutory (e.g. PSNI, Council, Health Trusts) and the role that they will play (e.g. recruitment, facilitation/activities, information provision).*  **You must also provide details of their involvement. A letter/letters of support must be enclosed with your application.** | | | | | | |
| **Name of group/organisation and type of organisation** | **Contact details – Telephone number and email address** | | | **Their role in the project** | | |
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| **Is your project a larger scale or regional camp, see Section 3 of the Guidance Notes. If yes please describe how your camp fits into this model?** | | |  | | | |
| **Max 300 Words** | | | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Section 3 - Our Children and Young People** | | | | | | | | | | | | |
| **Projects must be run on a cross community basis and include participants from both the CNR and PUL communities, however, we also encourage proposals which include participation from other communities including ethnic minority communities and those of different racial backgrounds.**  As far as possible, the number of participants from CNR and PUL communities should be relatively equally split. We understand that it is often difficult to achieve an equal split (i.e. 50% from PUL and 50% from CNR) and we are therefore allowing some flexibility. **It is extremely important that you read Section 7 of the Guidance notes before completing this section.**  **When recruiting participants groups must also focus on the geographic proximity of the participants i.e. bringing together young people who are from Strabane and Downpatrick, for example, could prove difficult in sustaining new friendships.** | | | | | | | | | | | | |
| **Please provide numbers of young people and leaders** **involved in the project:** | | | | | | | | | | | | |
| **Number of young people (i.e. Participants)** | | **11-13 years old** | | | | **14-16 years old** | | | **17-19 years old** | | | **Total Participants** |
|  | | | |  | | |  | | |  |
| **Number of Camp leaders and assistants** | | **Paid (either by funding or directly from Employee)** | | | | **Voluntary** | | | **Under 25 years – Camp** leaders/assistants either in a paid or voluntary role | | | **Total**  **(leaders and assistants)** |
|  | | | |  | | |  | | |  |
| **Please provide a breakdown of the community backgrounds of the young people involved in the project.** | | | | | | | | | | | | |
| **PUL**  **(Number)** | **CNR**  **(Number)** | | | **Other Communities (Number)** | | | **Please provide details of Other Communities** | | | **Total Participants** | | |
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| **Do you aim to recruit any of the following young people?** | | | | | | | | | | | **Tick if Yes** | |
| **With a disability** | | | | | | | | | | |  | |
| **From other communities, including ethnic minority communities and those of different racial backgrounds** | | | | | | | | | | |  | |
| **Not attached to a youth group** | | | | | | | | | | |  | |
| **Excluded from school** | | | | | | | | | | |  | |
| **Other (Please give details)** | | | | |  | | | | | | | |
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| **In which District Electoral Areas will your project recruit young people from?**  **A list of District Electoral Areas is provided in Appendix 7 of the Guidance Notes.** | | | | | | | | | | | | |
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| **The T:BUC Camps Programme aims to recruit and target young people living in divided communities and/or young people who don’t usually have the opportunity to interact with others from different backgrounds and those outside established groups/structures. Please refer to Section 9 of the guidance notes.** | | |
| **Please describe the methods you will use to identify/recruit young people and promote your project.** |  | |
| **Max 300 Words** | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |
| **How will you ensure that the young people are adequately prepared to benefit from camp?** |  | |
| **Max 300 Words** | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |
| **Your project must provide opportunities for friendships to develop at all stages of the T:BUC Camps process (Pre camp, Camp and Post camp) and facilitate young people to maintain contact after the project is completed.** | | |
| **Please outline how your project will meet this criteria at all stages of your project and including how the project will help sustain and facilitate relationships after completion.** |  | |
| **Max 300 Words** | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Section 4: Shared Community** | | |
| **Your project content and delivery should reflect and represent the interests and needs of young people, provide opportunities for young people’s voices to be heard throughout the project and encourage them to share activities. Please refer to Section 9 of the guidance notes.** | | |
| **Please describe how your project will meet this criteria** |  | |
| **Max 300 Words** | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |
| **The project content and delivery should be underpinned by peace-building** | | |
| **Please describe how your project’s content and delivery will be underpinned by peace-building to ensure that young people will have a better recognition of their role in peace building.** |  | |
| **Max 300 Words** | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Section 5: Our Safe Community** | | |
| **Your project partners should have an agreed purpose and commitment and the necessary qualifications, expertise and skills to deliver a high quality, responsive and safe experience for all those involved. Please refer to Section 9 of the guidance notes. (to include risk assessment and mitigation, appropriate background checks and due diligence)** | | |
| **Please describe how your project will meet this criteria.** |  | |
| **Max 300 Words** | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |
| **How will you create a safe environment for young people who are participating on your project, to encourage them to share experiences and learning?** |  | |
| **Max 300 Words** | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |
| **How will parents/guardians be involved in your project?** |  | |
| **Max 300 Words** | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Section 6: Our Cultural Expression** | | |
| **Your project content and delivery should be aimed at challenging stereotypes, increasing understanding and developing positive relationships between young people from different backgrounds. Please refer to Section 9 of the guidance notes.** | | |
| **Please describe how your project will meet this criteria including what methods you will use to introduce opportunities for learning and to challenge young people’s attitudes and behaviours to people from different backgrounds and cultures?** |  | |
| **Max 300 Words** | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Section 7: Innovation** | | |
| **Your project may be innovative, ambitious and have the potential to provide learning and practice development for future T:BUC Camp Programmes. Please refer to examples in section 9 of the guidance notes.** | | |
| **Please describe how your project meets this criteria** |  | |
| **Max 300 Words** | **Word Count \_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Section 8: T:BUC Camps Programme Outcomes** |
| **Linked to the Together Building a United Community (T:BUC) priorities a number of outcomes are required from the T:BUC Camps Programme, as set out in the Table below.** |
| |  |  | | --- | --- | | **Camps Outcomes** | | | **Outcome 1** | **Our Children & Young People:**  Positive attitudinal change towards people from different backgrounds. | | **Outcome 2** | Sustained contact & friendships developed between young people from different backgrounds. | | **Outcome 3** | **Our Shared Community:**  Young people are more positive about shared activities (e.g. education, leisure). | | **Outcome 4** | Better recognition of the role young people play in peace building. | | **Outcome 5** | **Our Safe Community:**  Projects create a safe environment in which facilities are shared and which enables them to share experiences and learning at all 3 phases of the project. | | **Outcome 6** | **Our Cultural Expression:**  Young people have a better understanding and respect for cultural differences. | |

| **Section 8 T:BUC Camps Programme Outcomes** | | | | | | |
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| **Linked to the Together Building a United Community (T:BUC) priorities, a number of outcomes are required from the T:BUC Camps Programme, as set out in the Table in Section 6 of Guidance Notes.** | | | | | | |
| **Please describe the main activities that your project will undertake at Pre camp, Camp and Post camp to contribute to the T:BUC Camps Outcomes. T:BUC Camps must be focused on good relations; all Camps must deliver good relations content at Pre Camp, Camp and Post Camp stages. An example of how to complete this table is contained in the guidance notes at Appendix 2.** | | | | | | |
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| **T:BUC Camp Outcome that your project will contribute to (as indicated on pg10).** | **Activity description including a description of the Good Relations content:** | **Dates delivered and venue** | **Number of Face to face Hours** | **How much will you do?** | **How will you measure how well you have delivered your output?** | **Outcome of activity - is anyone better off as a result?** |
| ***Pre-camp*** | | | | | | |
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| ***During Camp*** | | | | | | |
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| ***Post-camp*** | | | | | | |
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| Section 9: Financial and Management Information | | | | | | | |
| **Please note that information supplied in this form will be uploaded onto the Government Funding Database if successful.** | | | | | | | |
| **What management and financial controls will be in place to make sure your project is delivered on time and within budget?** | |  | | | | | |
| **Is your organisation currently in receipt of funding from a Government Department, European Programme or the International Fund for Ireland?** | | **YES /NO**  **If YES, please provide details** | | | | | |
| **Has your organisation applied for any future funding from any other Government Department, European Programme or the International Fund for Ireland?**  **If Yes, Please provide details below:** | | | | | | | **Yes ---------No** |
| **Department/ Programme/IFI** | **Years** | | | **Amount (£)** | | **Purpose** | |
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| **You are required to provide match funding of £10 per participant. Please detail how this will be raised and what element(s) of your project you will use this for. Refer to Section 8 of the guidance notes.** | | | | | | | |
| **Number of Participants** | | | **Match Funding Required** | | | | |
|  | | | **£** | | | | |
| **How will this be achieved?** | | | | | | | |
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| **Which project items will the match funding detailed above be spent on?** | | | | | | | |
| **Item** | | | | | **Cost £** | | |
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| **Total** *(this should add up to the match funding amount you have stated)* | | | | | **£** | | |

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| **Please give a full breakdown of the costs requested from the T:BUC Camps Programme 2017/18**  ***Please see Guidance Notes for Funding and Eligible Costs Section 8*** | | |
| **Cost Heading** | **Detailed Breakdown/ calculation of cost** | **Total Amount £** |
| **Transport** |  |  |
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| **Entrance charges/activity costs** |  |  |
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| **Hire of Premises** |  |  |
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| **Equipment/Material** |  |  |
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| **Staffing:**  **Please provide a full breakdown of ALL staff costs including, employment of sessional tutors, facilitators and Specialists. (See Guidance Notes Appendix 6 – Conditions relating to staff costs)** | | |
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| **Preparation time (explanation required on Pg. 17)** |  |  |
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| **Residential Costs** |  |  |
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| **Food and Refreshments costs** |  |  |
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| **Other Costs** *Please write in* |  |  |
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| **Final Total** | | **£** |
| **Total amount being requested from this programme** | | **£** |

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| **Your project must represent value for money.** | | | | |
| **If your project requires the employment of specialist staff, please state how this work is critical to the delivery of your project and contributes significantly to the good relations element of the programme (Please see Guidance Notes Pg. 22 for further detail )** |  | | | |
| **Camp organisers must ensure that they have adequate staff supervision of the young people. If additional staff are required outside the normal ratio of 1:15 please provide an explanation. (Please see Guidance Notes Pg. 9 for further detail)** |  | | | |
| **Preparation/Administration Time – please provide details of what preparation/administrative activities will be in relation to the camp.**  **Refer to section 8 of the guidance notes** |  | | | |
| **Please outline how your project represents value for money** |  | | | |
| **Apart from match funding, do you expect to receive funding from any other sources in respect of this project?**  **If Yes please provide details below:** | | | **Yes NO** | |
| **Source** | | **Description of what this funding will be used for** | | **Amount £** |
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| **Total Other Funding Sources:** | | | | **£** |

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| Section 10: Declaration and Enclosures |
| **Please sign below (at least one of those signing must be an office bearer).** |
| On behalf of the organisation, we confirm that the information on this form is correct and that, if this application is successful, we will comply with the Executive Office and Education Authority requirements.  **We confirm that we are committed to ongoing sharing of learning and collaboration for monitoring and evaluation purposes.** T:BUC Camps Programme is being implemented through an action-learning approach. Consistent with the ethos of co-design, we require that everyone involved is committed to bringing their expertise to bear on a collaborative basis to sharing emerging learning, particularly with reference to measurement of T:BUC Camp outcomes. As such, groups must comply with and, contribute to the monitoring and evaluation requirements for the Programme – this will include hosting visit(s) for the purpose of evaluation and quality assurance and collation of evaluation information/ questionnaires.  **We confirm that we are committed to participating in all activities and events organised by Executive Office.** Executive Office may organise a number of activities and events, including a Reunion Event for all camp participants to provide a further opportunity for the young people to get together to celebrate their achievements and build on their friendships.  We understand that this form may be made available to other government departments and/or agencies for the purposes of audit, research, meeting statutory obligations and preventing or detecting crime. |

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| **Signed:** |  | **Signed:** |  | |
| **Name:** |  | **Name:** |  | |
| **Position:** |  | **Position:** |  | |
| **Date:** |  | **Date:** |  | |
| **Enclosures**  **The following documentary evidence must be submitted.**  **Failure to produce required supporting documentation may lead to the application being rejected.** | | | | |
| **Documents required** | | | | **Checklist** |
| A copy of your governing instrument, constitution, rules or articles of association (signed and dated as adopted) | | | |  |
| Copy of your Child Protection Policy | | | |  |
| Insurance details including Public Liability and Employers Liability Insurance | | | |  |
| Copy of Bank Statements for last three months | | | |  |
| Signed letters of support showing evidence that each of your partners are committed to the process | | | |  |