

# T:buc

Changing for the better, together

## T:BUC Camps Programme 2018/19

### Guidance Notes

Please read these guidance notes carefully before filling in the Application Form.

Closing date for receipt of all applications with appropriate documentation is Friday 23<sup>rd</sup> February 2018 at 2PM

Applications received after the closing date and time may not be considered.

Applications should be returned to:

Youth Service  
Education Authority  
Grahamsbridge Road  
Dundonald  
Belfast  
BT16 2HS.

Email Address: [tbuc@eani.org.uk](mailto:tbuc@eani.org.uk).

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## Section 1 – Background

The T:BUC Camps Programme is a headline action described in the Together: Building a United Community (T:BUC) strategy which was announced by the Northern Ireland Executive during 2013. The relevant strategic aim relating to young people is:

**‘To continue to improve attitudes amongst our young people and to build a community where they can play a full and active role in building good relations.’**

The Executive Office in partnership with the Education Authority is running another T: BUC Camps Programme across Northern Ireland in 2018/19. The Education Authority is acting as Programme Manager.

These guidance notes will assist you in completing applications to the T: BUC Camps Programme for the period 1 April 2018 to 28 February 2019. Applicants are encouraged to take up the opportunity to attend funding forums for information, advice and guidance before submitting their application. Details of the forums can be found on page 5.

## Section 2 – Aim of the Programme

The Programme is about building positive relations and long lasting friendships among young people across all parts of our community. Camps must therefore bring diverse groups together to get to know each other, try new experiences and help build longer term relationships between young people. Good Relations learning must be at the heart of every Camp.

All Camps must:

- **have a significant good relations element at every phase of the Camp and this must be clearly demonstrated in applications for funding;**
- **be run on a cross community basis and include participants from Catholic/Nationalist/Republican (CNR) and Protestant/Unionist/Loyalist (PUL) communities, (see pg. 9), we also encourage proposals which include participation from other communities including ethnic minority communities and those of different racial backgrounds;**
- **target young people aged 11 to 19 years; and**
- **be fun.**

## Section 3 - Who is eligible to apply?

Applications for support under this programme are invited from:

- registered youth organisations;
- bona fide voluntary and community organisations (including churches/faith based organisations, sports groups, arts groups etc.);
- schools;
- regional organisations that have experience in working with young people; OR
- Councils.

The programme **will not** fund:

- Organisations that are not formally constituted, in other words, they do not have a constitution or memorandum and articles of association;
- Organisations not operating on a “not for profit” basis (taken from the constitution or memorandum and articles of association as we cannot support commercial projects, or projects that could be carried out commercially. If in the reasonable opinion of the T:BUC Camps Assessment Panel(s), the organisation is a de facto commercial organisation, whatever the legal make-up of the organisation, then the Assessment Panel(s) will not fund that organisation. The decision of the Assessment Panel(s) is final in this regard;
- Organisations that do not have both Public Liability AND Employers Liability Insurance;



- Organisations that are unable to provide all the documentation as set at Section 4
- Organisations who have not fully completed their applications or do not provide a detailed project budget;
- We are unlikely to fund an organisation that is in poor financial health or cannot show effective financial control.

### Larger/Regional Camps & Partnership Working

You can submit an application form for funding for a T:BUC Camp which will be led by your organisation or in a collaborative partnership involving two or more organisations. We would like to see some experienced organisations run larger-scale camps. We would therefore welcome applications from regional organisations or from local collaborations with the more experienced groups taking the lead and helping to build the capacity of smaller more inexperienced groups. If, however, a regional or partnership approach is to be taken, consideration should be given to accommodating groups/young people based in the same locality in order to encourage post camp partnerships and help build ongoing longer term relationships between the young people involved. Applicants must provide in their application a rationale if the young people involved in the programme are not from close geographical locations.

### Section 4 - How to Apply

You must complete a T:BUC Camps Programme 2018/19 application form which can be downloaded from [www.eani.org.uk](http://www.eani.org.uk). If you would like an application form e-mailed or posted to you please email [tbuc@eani.org.uk](mailto:tbuc@eani.org.uk) or telephone 028 9056 6429 or 028 9056 6952.

We are committed to making sure that our services are available to all sections of the community and will therefore consider providing these Guidance Notes, and a copy of the application form, in other formats if required.

Applications for funding must be made on the official application form. Please ensure that all applications submitted have been signed and at least one of those signing must be an office bearer. Applications can be emailed with supporting documents to [tbuc@eani.org.uk](mailto:tbuc@eani.org.uk). Alternatively you can submit your application by post to:

**Youth Service  
Education Authority  
Grahamsbridge Road  
Dundonald  
Belfast  
BT16 2HS.**

**Completed applications must arrive by Friday 23<sup>rd</sup> February 2018 at 2PM**

Late or incomplete applications may not be considered. The Education Authority will not accept any responsibility for applications that are delivered late or incomplete.

If your application is successful and you have e-mailed it, you will be asked to provide an original signed hard copy before funding is released.

The Education Authority will not pay for underpaid postage on items sent to its offices by third parties.

It is important to remember that your application form can only be assessed on the information you provide. The Programme has been carefully designed to make the application process as easy and straightforward as possible. We do not think any paid help is necessary and we will not pay any costs incurred in submitting your application. It is vital that all applicants remain within the stipulated word limit for each relevant section as indicated in the application form. You are required to include your actual word count for



each section where indicated.

### Documentation to be provided:

In order for your application to be considered complete and therefore eligible for consideration, all of the following documents must be submitted with the application form. These documents are integral to the assessment process and therefore failure to submit (or late submission) will mean your application will be rejected.

- a copy of their governing instrument, constitution, rules or articles of association (signed and dated as adopted);
- signed letter of support showing evidence that each of your partners are committed to the process;
- child protection policy;
- insurance details;
- provide proof of qualification to qualify for the higher pay range
- copy of bank statements for the last three months; and
- Charity Registration Number if applicable.

## Section 5 – Funding Forums

A number of Funding Forums have been arranged to provide information, advice and guidance to organisations who are considering applying for funding under the T:BUC Camp Programme 2018/19 and other good relations funding programmes. These forums will provide applicants with information and support on the:

- Programme aims, objectives and outcomes expected from projects
- Application process

Applicants will also have the opportunity to ask for advice and guidance on their proposed application. We would strongly encourage organisations to attend these Funding Forums.

Details of the Forums are set out below.

Location	Date(s)	Time(s)	Council area
Ards Arena Youth Centre, 60 South St., <b>Newtownards</b> BT23 4JU.	16/01/2018	2.00 pm – 7.00pm	Ards and North Down
Newry Conference & Banqueting Centre, 39-41 The Mall, <b>Newry</b> , BT34 1AT	18/01/2018	2.00 pm – 7.00pm	Newry, Mourne & Down
Innovation Factory, Forthriver Business Park, 385 Springfield Rd, <b>Belfast</b> . BT127DG	23/01/2018	2.00 pm – 7.00pm	Belfast City
Brownlow Community Hub, 7 Brownlow Road, <b>Craigavon</b> , BT65 5DL	24/01/2018	2.00 pm – 6.30pm	Armagh, Banbridge & Craigavon
Ballymoney Town Hall Auditorium, 1 Townhead Street, <b>Ballymoney</b> , BT53 6BE	29/01/2017	2.00 pm – 7.00pm	Causeway Coast and Glens
Lagan Valley Island, 1 The Island, <b>Lisburn</b> . BT27 4RL	30/01/2018	2.00 pm – 7.00pm	Lisburn & Castlereagh
Holywell Trust, 10-14 Bishop St. <b>Londonderry</b> BT48 6PW	01/02/2018	2.00 pm – 7.00pm	Derry City and Strabane



Fermanagh House, Broadmeadow Pl, <b>Enniskillen</b> BT74 7HR	06/02/2018	2.00 pm – 7.00pm	Fermanagh & Omagh
Larne Town Hall, Upper Cross St., <b>Larne</b> , BT40 1RZ	07/02/2018	2.00 pm - 7.00 pm	Mid & East Antrim
Ranfurly House, 26 Market Square, <b>Dungannon</b> . BT701AB	08/02/2018	2.00 pm - 7.00 pm	Mid Ulster
Mossley Mill, Carnmoney Rd North, <b>Newtownabbey</b> , BT36 5QA	12/02/2017	2.00 pm - 7.00 pm	Antrim & Newtownabbey

Please book your place online at [www.tbucevents.eventbrite.com](http://www.tbucevents.eventbrite.com)

Applicants may also wish to seek advice and guidance regarding their applications from their local Good Relations Officer within their District Council or from the Community Relations Council. Please see **Appendix 1** for contact details

## Section 6 - Design Specification and Eligibility Criteria

In your application you are expected to demonstrate how your proposal adheres to the required design specified for T:BUC Camps.

Each Camp must consist of three phases:

- i. pre-camp engagement;
- ii. camp; and
- iii. post-camp engagement.

We intend to hold T:BUC Camps Reunion Events in early 2019. These events will bring camp participants together and provide an opportunity to further develop friendships and celebrate achievements, whilst benefiting local communities through social action projects.

All T:BUC Camps activity must take place between April 2018 and February 2019. All associated paperwork, to include evaluation information and claims for expenditure, must be submitted no more than 6 weeks after the completion of the project.

**i. Pre-Camp Phase:- minimum of 10 hours face to face engagement, over at least two sessions, with all young people**

Young people and groups must be adequately informed about, and prepared for, the T:BUC Camp experience in order to truly benefit from it. Local contexts and issues will differ and participants will have varying starting points, needs and expectations. Consideration should be given to matching young people according to their readiness/willingness to embark on this process.

T:BUC Camps can be a vehicle to progressing existing relationships as well as developing new ones. The process must include time for pre-camp learning and engagement. This could include information sessions for participants and their families, facilitating single identity diversity awareness sessions if necessary, joint programme design sessions and meeting on an informal/social basis.

All young people who intend to participate in the Camp should attend the Pre-Camp phase. Pre-Camps must include a minimum of 10 hours face to face contact with the complete group of young people over at least two sessions. Pre-Camps **must** include a demonstrable, substantive good relations element.

It should be noted that any single identity work at pre camp stage must be carried out over and above the minimum 10 hours face to face contact with all participants. Applicants must demonstrate within their application the need to carry out any single identity work.



- ii. **Camp:- minimum of 15 hours face to face engagement with all young people.**  
Camps can be residential or day camps. They must be at least 3 days but we welcome longer Camps. At least one block of Camp time must last no less than 3 consecutive days.

Ultimately, camp activities should be attractive to young people and provide opportunities to break down barriers. There should be opportunities to try things young people wouldn't normally do, set themselves challenges and feel part of something positive. Camps should allow "down time" and social time, in recognition that camp can be challenging and that people need to get to know each other outside structured activities. Camps should be unique from other good relations projects and should concentrate on young people really getting to know one another and developing bonds that will continue into the future.

Camps **must** include a demonstrable, substantive good relations element.

- iii. **Post-Camp Phase:- minimum of 10 hours face to face engagement with all young people over at least two sessions.**

The T:BUC Camp Programme should provide the foundations for ongoing long-term relationships and therefore leave a legacy beyond the camp. The Programme therefore includes funding for a post-camp phase to provide an opportunity to further strengthen relationships developed at Camp. This may, for example, include local celebration events or the development and delivery of joint community projects which may empower young people to take the lead in delivering a project which promotes the positive role which young people are playing in building a united community.

All young people who have participated in the Camp should attend the Post-Camp phase. Post-Camps must include a minimum of 10 hours face to face contact over at least two sessions. Post-Camps **must** include a demonstrable, substantive good relations element.

Pre-camp and Post-camp activities, including carrying out single identity work where necessary, have an important role to play in preparing young people for attending the camp and supporting the overall aim of the programme in building sustainable friendships.

**When designing your project, please note:**

- **There must be significant good relations element to all 3 phases of the Camp,**
- Participants must be drawn from Northern Ireland,
- Projects with faith-based/religious outcomes will not be considered. However, faith-based/religious organisations may apply for support that meet the objectives of the funding scheme,
- Projects will not be considered if they:
  - have already taken place,
  - Duplicate what already exists,
  - Are of a party political nature; or,
  - Promote a particular religion,
- All Camps must operate on a cross community basis and include participants from Catholic/Nationalist/Republican (CNR) and Protestant/Unionist/Loyalist (PUL) communities, we also encourage proposals which include participation from other communities including ethnic minority communities and those of different racial backgrounds. Further guidance on this can be obtained at Section 7 entitled "The Participants – Young People" on page 9,
- All T:BUC Camps must provide a safe, inclusive and welcoming environment for partners and participants,
- Camps must offer a range of age appropriate activities or focus on a specific theme according to young people's interests (e.g. arts, adventure, music, dance, digital media, sport, education),
- Participants must be in the 11-19 age range. Groups may, however, use their own discretion in targeting suitable age bands within that range as consideration must be given to the need for age appropriate activities (e.g. using bands such as 11-13, 14-16 and 17-19 years),
- Consideration should be given to the inclusion of young people who aren't attached to youth groups or who are excluded from school,
- Recruitment of participants from various social/ethnic/gender/disability backgrounds is encouraged,
- Camps will normally be based in Northern Ireland and must be at least 3 days, plus pre- and post-camp phases. Please see Section entitled "Funding and Eligible Costs" on Pg. 10, which sets out when a Camp may be held outside Northern Ireland, and
- Camps should give consideration to development opportunities for young people e.g. in the design of the project, as peer leaders and, as appropriate, for young people to take on roles and





- responsibilities at Camp which would positively contribute to their own and others' experience.
- 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.

## Outcomes

A number of outcomes are required from the T:BUC Camps Programme and these are linked to the priorities set out in the T:BUC Strategy. They are as follows:

T:BUC Priority	✓ T:BUC Camps Programme Outcomes
<p><b>Our Children &amp; Young People:</b> Improving attitudes &amp; building a community where young people can play a full and active role in building good relations.</p>	<ul style="list-style-type: none"> <li>✓ Positive attitudinal change towards people from different backgrounds.</li> <li>✓ Sustained contact &amp; friendships developed between young people from different backgrounds.</li> </ul>
<p><b>Our Shared Community:</b> A community where division doesn't restrict life opportunities &amp; all areas are open and accessible to everyone.</p>	<ul style="list-style-type: none"> <li>✓ Young people are more positive about shared activities (e.g. education, leisure).</li> <li>✓ Better recognition of the role young people play in peace building.</li> </ul>
<p><b>Our Safe Community:</b> A community where everyone feels safe to move around &amp; not inhibited by fears.</p>	<ul style="list-style-type: none"> <li>✓ Young people feel that a safe environment has been created, in which facilities are shared and which enables them to share experiences and learning at all 3 phases of the Camp.</li> </ul>
<p><b>Our Cultural Expression:</b> A community which promotes mutual respect and understanding. Diversity is perceived as a strength &amp; cultural expression is positively celebrated and non-threatening.</p>	<ul style="list-style-type: none"> <li>✓ Young people have a better understanding and respect for cultural differences.</li> </ul>

Applicants are expected to demonstrate in their applications how their project will deliver against the T:BUC Camps outcomes. Section 8 of the application form provides an opportunity to do this. A worked example of the type of detail expected is at **Appendix 2**.





## Section 7 - The Participants – Young People

**Camps must be run on a cross community basis and include participants from Catholic/Nationalist/Republican (CNR) and Protestant/Unionist/Loyalist (PUL) communities. We also encourage proposals which include participation from;**

- **young people from other communities including ethnic minority communities,**
- **young people from different racial backgrounds**
- **young people from both urban and rural areas.**
- **young people who aren't attached to youth groups or who are excluded from school.**

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. Groups may have a variance of 20% between the numbers of young people from the CNR and PUL communities. Further details on this variance including examples are included at **Appendix 3**.

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 note that young people from other communities including ethnic minority communities and those of a different racial background whilst included in the overall number of participants at camp should not be taken in consideration when calculating your cross community (CNR/PUL) split.

It is important to avoid a young person being involved in more than 1 camp. Camp organisers should take this into consideration when recruiting their participants.

Parents/Guardians should be engaged in the process as appropriate, throughout all stages of the process.

### Child Protection

As your project involves young people under the age of 18, your organisation must have a child protection policy in place.

New 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 on [www.education-ni.gov.uk](http://www.education-ni.gov.uk)

### Staff Supervision – Ratios

Camp organisers must ensure that they have adequate staff supervision of the young people using the ratios laid down by the Children Order (NI) 1995. This states that for young people aged 11-18 years the ratio should be 1:15.

If additional staff are required outside the normal ratio of 1:15, applicants should provide an explanation of this requirement at Page 17 of the Application Form and the assessment panel will take this into consideration.

### Providing Young people with recognised qualification

In previous years some camps have offered vocational qualifications to participants. By offering vocational qualifications it can add value to both the Programme and to the participants. The cost for providing vocational qualifications may be funded under this scheme. Full details of the proposed vocational qualification should be provided in the application form. Applicants should ensure that any proposed



qualifications are in keeping with the ethos and aim of the scheme. Several organisations can provide guidance on vocational qualifications including the Open College Network, detail of which are provided in **Appendix 4**. Groups may also speak with Education Authority.

## Section 8 - Funding and Eligible Costs

Programme funding is separated into three bands depending on the number of participants involved. Applicants may apply for funding for more than one T:BUC Camp; however, a separate application form must be completed for each proposal and applicants must ensure that they have the capacity to deliver every project for which they apply. The three bands are as follow.

**Band 1: Minimum 20 participants. Maximum available award - £7,500**

**Band 2: Minimum 40 participants. Maximum available award - £15,000**

**Band 3: Minimum 60 participants. Maximum available award - £22,500**

Funding can be claimed under the following budget headings:

Category	Band 1	Band 2	Band 3
Transport Grant	£3,000 max	£4,500 max	£6,000 max
Entrance Charges	£60 per person to a maximum of £3,000	£60 per person to a maximum of £4,500	£60 per person to a maximum of £6,000
Hire of Premises Please see note below on hire of own premises	£3,000 max	£4,500 max	£6,000 max
Equipment/Materials	£600 max	£900 max	£1,200 max
Staffing	Please refer to Appendix 6		
Staff Travel	up to a maximum of 0.45p per mile		
Residential	£60 per person per night		
Refreshments (outside residential setting)	For events lasting less than three hours, £3.50 per person Events lasting over five hours £8.00 per person		
<b>Total Available Grant</b>	<b>£7,500</b>	<b>£15,000</b>	<b>£22,500</b>
<b>Preparation Time/Administration Time</b>	Funding may be claimed for staff carrying out preparation/administrative activities in relation to the camp. This will be capped at 10% of the total project delivery hours.		

### Hire of own premises

We will only fund costs for using your own facilities or internal charges within an organisation (notional costs), for example, internal room hire, pitches, theatre spaces and so on, if you normally use them for commercial activity (in other words, hired at a charge to outside organisations). And, if we do fund them, we will do it at a rate lower than you would charge to the general public. We will not pay more than £20 per hour.

### Travel Outside of Northern Ireland

We would encourage organisers to base their Camps within Northern Ireland, however, travel to Great Britain and Ireland will be permitted where it can be demonstrated that there is an added good relations benefit and/or that this would represent better value for money. It should be noted that Camps must operate within the fixed budget for each band of funding and proposed travel outside NI must be affordable within these parameters.

### The scheme will not pay for:

- Travel outside Northern Ireland, Great Britain and Ireland
- Capital costs, except where it is equipment and material essential to the running of the project



- Bursaries or requests from individuals
- Services for which a proper invoice/receipt is not issued
- Clothing items except where it is equipment and material essential to the running of the project
- Staff/ Facilitator/Tutor fees above the rates set out at **Appendix 5**
- Items not specified on the application form and/or Letter of Offer
- Expenditure over and above the limits in the Letter of Offer without prior written approval.

### Match Funding

Camps are required to provide match funding to the equivalent of £10 per participant. We would encourage camps to achieve this by fundraising efforts. However it may take the form of individual contributions, donations or cash reserves. Please note; camps should not request more than £10 per participant. The match funding is to be used to supplement and add value to your camp.

## Section 9 Assessment and Award Process

Applications will be scored against Assessment Criteria which are linked to the T:BUC Camps Programme outcomes. As follows:

T:BUC Camps Programme Outcomes	Assessment Criteria
<b>Our Children &amp; Young People:</b> <ul style="list-style-type: none"> <li>✓ Positive attitudinal change towards people from different backgrounds</li> <li>✓ Sustained contact &amp; friendships developed between young people from different backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>✓ The project specifically recruits and targets young people living in divided communities and/or young people who don't usually have the opportunity to interact with others from different backgrounds</li> <li>✓ The project provides opportunities for friendships to develop at all stages of the T:BUC Camps process and facilitates young people to maintain links after the project is completed</li> </ul>
<b>Our Shared Community:</b> <ul style="list-style-type: none"> <li>✓ Young people are more positive about shared activities (e.g. education, leisure)</li> <li>✓ Better recognition of the role young people play in peace building</li> </ul>	<ul style="list-style-type: none"> <li>✓ The project content and delivery reflects and represents the interests and needs of young people, provides opportunities for their voices to be heard throughout the project and encourages them to share activities.</li> <li>✓ The project content and delivery is underpinned by peace-building</li> </ul>
<b>Our Safe Community:</b> <ul style="list-style-type: none"> <li>✓ Young people feel that a safe Camp environment has been created, in which facilities are shared and which enables them to share experiences and learning.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Project partners 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 (to include risk assessment and mitigation, appropriate background checks and due diligence)</li> </ul>
<b>Our Cultural Expression:</b> <ul style="list-style-type: none"> <li>✓ Young people have a better understanding and respect for cultural differences</li> </ul>	<ul style="list-style-type: none"> <li>✓ The project content and delivery is aimed at challenging stereotypes, increasing understanding and developing positive relationships between young people from different backgrounds</li> </ul>
Additional Themes	Assessment Criteria
<b>Innovation</b>	<ul style="list-style-type: none"> <li>✓ The project is innovative, ambitious and has the potential to provide learning and practice development for future T:BUC Camps Programme. Innovative projects may include;                             <ul style="list-style-type: none"> <li>○ Youth or peer led camps,</li> <li>○ Creative ways of integrating Good Relations work with activities,</li> <li>○ Pioneering or original ideas,</li> <li>○ New and interesting ways of engaging with young people,</li> <li>○ Innovative recruitment of young people not engaged with youth service and/or excluded</li> </ul> </li> </ul>



	<p>from school and other ‘hard to reach’ young people,</p> <ul style="list-style-type: none"> <li>○ Local collaborations with the more experienced groups taking the lead and helping to build the capacity of smaller more inexperienced groups.</li> </ul>
<b>Value For Money</b>	✓ The project represents value for money.

It is important to remember that we assess your application on the information that you provide. Every effort will be made to complete the assessment process as quickly as possible.

- All applications will be logged on receipt,
- Applications will be checked to make sure they meet the eligibility criteria as set out in **Appendix 6**. If your application fails to meet the criteria, it will not proceed;
- Assessments will be carried out by an Assessment Panel using a standardised scoring matrix (**Appendix 6**). Based upon scoring they will provide recommendations for funding to a Multi-Agency Assessment Board chaired by Executive Office for approval. Applicants should note the weighting given to each criteria and the scoring system outlined in the matrix. It is the responsibility of each applicant to ensure that all relevant information is included on the application form.
- Please note if successful, that information supplied in the application form will be uploaded onto the Government Funding Database.
- Priority will be given to applications which score highest against the criteria. The decision of the Multi-Agency Assessment Board is final in this regard.

### Successful Applications

If your application is awarded funding, a formal Letter of Offer will be issued by the Education Authority. Groups may receive an advance payment of up to 80% of the grant awarded. The remaining grant will be released after the group has submitted the final evaluation report and the financial claim.

### Unsuccessful Applications

If your application has been unsuccessful you will be informed in writing of the decision. If you wish you can contact Education Authority for feedback on your application by emailing - [tbuc@eani.org.uk](mailto:tbuc@eani.org.uk).

## Section 10 - Monitoring and Evaluation

Groups must comply with and contribute to the evaluation requirements for the Programme. This will include completing an Evaluation Report, administration of questionnaires and providing a Statement of Accounts accompanied by original receipts. The evaluation will measure both project and programme level progress against the T:BUC Camps outcomes.

T:BUC Camps may receive a Site visit for the purpose of evaluation, quality assurance and stakeholder engagement. Site Visits may be carried out jointly or individually by Education Authority and the Executive Office.

## Section 11 - Conditions of funding

Funded Camps are expected to proactively contribute to the evaluation process.

Executive Office intend to organise T:BUC Camps Reunion Events in early 2019. These events will bring camp participants together and provide an opportunity to further develop friendships and celebrate achievements, whilst benefiting local communities through social action projects. Funded Camps are



strongly encouraged to attend the Reunion events with their young people.

Costs must be proportionate to the overall cost of your project and essential for delivering it. If we do not think that the amount you have asked for is good value for money, we may also offer you less than the amount you applied for.

All associated paperwork, this includes evaluation information and claims for expenditure must be submitted within 6 weeks after the completion of the project. The final payment will only be released after the receipt of all evaluation documentation and receipts covering the total expenditure (100% of all receipts/claim).

Executive Office and EA should be mentioned in any publicity associated with the Project. Executive Office and EA reserve the right to publicise details of the Financial Assistance.

NB. 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 substantial or material change in the nature/scale or timing of the project or if funding is used for purposes other than those specified in Letter of Offer.

## Section 12 - Risk Assessment Guidance

Where successful applicants propose to support their Good Relations programme with the use of residential work or activities, including outdoor or adventurous activity, they must ensure that a comprehensive risk assessment is undertaken and approved through their respective management structure.

The use of activity providers who have obtained the Sport NI and DCAL supported 'Adventuremark' accreditation does not negate the need for applicants to ensure that their own risk assessment has been completed.



## Appendix 1 – District Councils and CRC Contact Details

This is not and does not set out to be, an exhaustive list of relevant organisations and resources. It is contact details for Good Relations Officers within District Councils, Community Relations Council and Education Authority.

### District Councils – Good Relations Officers

Located in all 11 Council areas, Good Relations Officers are responsible for promoting Equality and Good Relations work across the area and providing training and support.

Council	Email	Telephone Number
Antrim and Newtownabbey	<a href="mailto:goodrelations@antrimandnewtownabbey.gov.uk">goodrelations@antrimandnewtownabbey.gov.uk</a> <a href="mailto:Valerie.crozier@antrimandnewtownabbey.gov.uk">Valerie.crozier@antrimandnewtownabbey.gov.uk</a>	028 9446 3113 028 9034 0000
Ards and North Down	<a href="mailto:goodrelations@ardsandnorthdown.gov.uk">goodrelations@ardsandnorthdown.gov.uk</a> <a href="mailto:donna.mackey@ardsandnorthdown.gov.uk">donna.mackey@ardsandnorthdown.gov.uk</a>	0300 013 3333
Armagh, Banbridge & Craigavon	<a href="mailto:info@armaghbanbridgecraigavon.gov.uk">info@armaghbanbridgecraigavon.gov.uk</a> <a href="mailto:Pamela.Matthews@armaghbanbridgecraigavon.gov.uk">Pamela.Matthews@armaghbanbridgecraigavon.gov.uk</a>	0300 030 0900
Belfast City	<a href="mailto:goodrelations@belfastcity.gov.uk">goodrelations@belfastcity.gov.uk</a> <a href="mailto:robinsondavid@belfastcity.gov.uk">robinsondavid@belfastcity.gov.uk</a>	028 9027 0663
Causeway Coast and Glens	<a href="mailto:goodrelations@causewaycoastandglens.gov.uk">goodrelations@causewaycoastandglens.gov.uk</a> <a href="mailto:Patricia.cameron@causewaycoastandglens.gov.uk">Patricia.cameron@causewaycoastandglens.gov.uk</a>	028 7034 7034
Derry & Strabane	<a href="mailto:info@derrystrabane.com">info@derrystrabane.com</a> <a href="mailto:angela.askin@derrystrabane.com">angela.askin@derrystrabane.com</a>	028 7125 3253
Fermanagh & Omagh	<a href="mailto:info@fermanaghomagh.com">info@fermanaghomagh.com</a> <a href="mailto:tommy.mclaughlin@fermanaghomagh.com">tommy.mclaughlin@fermanaghomagh.com</a>	0300 303 1777
Lisburn & Castlereagh	<a href="mailto:community.services@lisburncastlereagh.gov.uk">community.services@lisburncastlereagh.gov.uk</a> <a href="mailto:lynsey.gray@lisburncastlereagh.gov.uk">lynsey.gray@lisburncastlereagh.gov.uk</a>	028 9049 45 00
Mid and East Antrim	<a href="mailto:goodrelations@midandeastantrim.gov.uk">goodrelations@midandeastantrim.gov.uk</a> <a href="mailto:Janet.shearer@Midandeastantrim.gov.uk">Janet.shearer@Midandeastantrim.gov.uk</a>	028 2563 5036
Mid Ulster	<a href="mailto:info@midulstercouncil.org">info@midulstercouncil.org</a> <a href="mailto:sean.mcelhatton@midulster.org">sean.mcelhatton@midulster.org</a>	0300 013 2132
Newry Mourne & Down	<a href="mailto:info@nmandd.org">info@nmandd.org</a> <a href="mailto:damien.brannigan@nmandd.org">damien.brannigan@nmandd.org</a>	0300 013 2233

### Community Relations Council

The Community Relations Council was formed in January 1990 as an independent company and registered charity. The Community Relations Council was set up to promote better community relations between Protestants and Catholics in Northern Ireland and, equally, to promote recognition of cultural diversity. Its strategic aim is to promote a peaceful and fair society based on reconciliation and mutual trust.

#### Contact Details

Telephone 028 9022 7500

Email: [info@nicrc.org.uk](mailto:info@nicrc.org.uk)

Website: [www.community-relations.org.uk](http://www.community-relations.org.uk)



**Appendix 2 – Outcome Table – worked example**

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.

<b>Camps Outcomes</b>	
<b>Outcome 1</b>	<b>Our Children &amp; Young People:</b> Positive attitudinal change towards people from different backgrounds.
<b>Outcome 2</b>	Sustained contact & friendships developed between young people from different backgrounds.
<b>Outcome 3</b>	<b>Our Shared Community:</b> Young people are more positive about shared activities (e.g. education, leisure).
<b>Outcome 4</b>	Better recognition of the role young people play in peace building.
<b>Outcome 5</b>	<b>Our Safe Community:</b> 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.
<b>Outcome 6</b>	<b>Our Cultural Expression:</b> Young people have a better understanding and respect for cultural differences.

Applicants are required to provide details on the main activities that your projects will undertake at Pre camp, Camp and Post camp to contribute to the T:BUC Camps Outcomes in the application form. Below is an example of the required detail.





T:BUC Camp Outcome that your project will contribute to:	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?
<b>Pre-camp</b>						
<p><b>WORKED EXAMPLE</b></p> <p>Outcome 1</p>	<p>Session 1 The young people come together for an induction session to cover:</p> <ul style="list-style-type: none"> <li>• Getting to know you games</li> <li>• Hopes &amp; Fears</li> <li>• Overview of the programme</li> <li>• Session evaluation</li> </ul>	<p>3rd July 7.00pm – 9.30pm at ABC Youth Centre</p>	<p>2.5 hours</p>	<p>24 young people, 12 from each community will engage in the programme.</p> <p>4 peers leaders will support 2 staff to facilitate the programme</p> <p>All 6 staff will plan and prepare group work materials for the session</p> <p>1 session evaluation completed</p>	<p>100% of young people will attend</p> <p>50% of the young people will be new to Good relations</p> <p>90% of the young people will enjoy the session</p>	<p>100% of young people will have made contact with their partner group.</p> <p>100% of young people will have explored their hopes and fears about participating in the programme.</p> <p>100% of young people will have a better awareness of what the programme entails.</p> <p>The process where friendships can develop will have commenced.</p>



T:BUC Camp Outcome that your project will contribute to:	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?
Outcomes 1, 2 & 5	<p>Session 2</p> <p>The young people come together to build on the initial meeting to cover:</p> <ul style="list-style-type: none"> <li>• Group Contract</li> <li>• Baseline assessments</li> <li>• Begin exploration of identity by creating identity shields</li> <li>• Session evaluation</li> </ul>	10th July 7.00pm – 9.30pm at ABC Youth Centre	2.5 hours	<p>24 young people, 12 from each community will engage in the programme.</p> <p>4 peers leaders will support 2 staff to facilitate the programme</p> <p>All 6 staff will plan and prepare group work materials for the session</p> <p>1 session evaluation completed</p> <p>24 individual baseline assessments and identity shields completed</p>	<p>100% of the young people will attend</p> <p>100% of the young people will have the opportunity to explore their own identity</p> <p>100% of the young people will have shared their identity with others in the group</p>	<p>100% of the young people will have developed communication and negotiation skills to draft an agreement</p> <p>95% of the young people will have a better understanding of their own and others identity.</p> <p>90% of the young people will have increased confidence about speaking out in front of a group.</p>
<b>During Camp</b>						
<p><b>WORKED EXAMPLE</b></p> <p>Outcomes 1, 2, 3, 4, 5 and 6</p>	<p>Day 1</p> <p>The young people will travel together to the residential venue</p> <p>Session 1</p> <ul style="list-style-type: none"> <li>• Residential orientation and briefing from Centre staff</li> <li>• Team building games / exercises</li> </ul>	4th August 9.30am – 1.00pm Great Outdoors Centre	3.5 hours	<p>24 young people attending the Camp with 4 peer leaders and 2 staff</p> <p>(An evaluation of all sessions will be carried out at the end of the day)</p>	<p>100% of young people attending Camp</p> <p>90% of young people fully aware of Centre procedures</p> <p>100% of young people have enjoyed the activities and getting to know each other</p>	<p>100% of young people will have a better understanding of their roles within a team</p> <p>100% of young people excited about participating in the residential Camp programme</p> <p>100% of young people participating in positive activities</p>



T:BUC Camp Outcome that your project will contribute to:	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?
	<p><i>Lunch</i></p> <p><i>Session 2</i> <i>Outdoor activities</i></p> <ul style="list-style-type: none"> <li>• <i>Climbing</i></li> <li>• <i>Archery</i></li> <li>• <i>Canoeing</i></li> </ul> <p><i>(groups of 12 young people alternating between archery and climbing – full group participating in canoeing)</i></p> <p><i>Dinner</i></p> <p><i>Session 3</i> <i>Good relations session</i></p> <ul style="list-style-type: none"> <li>• <i>Alphabet cluster</i></li> <li>• <i>Ideal Island</i></li> <li>• <i>Four corners exercise</i></li> <li>• <i>Session evaluation</i></li> </ul>	<p><i>4th August</i> <i>2.00pm – 5.30pm</i> <i>Great Outdoors Centre</i></p> <p><i>4th August</i> <i>6.30pm – 10.00pm</i> <i>Great Outdoors Centre</i></p>	<p><i>3.5 hours</i></p> <p><i>3.5 hours</i></p>	<p><i>2 x groups of 12 young people participating in outdoor activities</i></p> <p><i>(An evaluation of all sessions will be carried out at the end of the day)</i></p> <p><i>24 young people, 12 from each community engaging in the GR session</i></p> <p><i>4 peer leaders and 2 staff facilitating the session</i></p>	<p><i>100% of young people expressing satisfaction of the activities</i></p> <p><i>90% of young people participating fully in the activities</i></p> <p><i>50% of young people gaining a new experience</i></p> <p><i>100% of young people participating fully in the session</i></p> <p><i>90% of young people expressing their opinions about a range of issues</i></p> <p><i>50% of staff capturing the evidence of the young people’s engagement in the session – comments and photo / video evidence</i></p>	<p><i>80% of young people gaining confidence through participation in activities</i></p> <p><i>70% of young people developing new skills in outdoor activities</i></p> <p><i>100% of young people having the opportunity to develop new friendships</i></p> <p><i>100% of young people developing a greater awareness of issues which affect them and their communities</i></p> <p><i>80% of young people feel more confident speaking out in front of other about their community</i></p> <p><i>50% of young people more aware of what makes an inclusive community</i></p>
<b>Post-camp</b>						



T:BUC Camp Outcome that your project will contribute to:	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?
<p><b>WORKED EXAMPLE</b></p> <p>Outcomes 1, 2, 5 and 6</p>	<p>Session 1</p> <p>Young people’s first session back from camp. Recap on learning and experience</p> <p>Flags and symbols workshop</p> <ul style="list-style-type: none"> <li>• Exploration of flags and symbols found in Ireland and UK</li> <li>• Line Debate</li> <li>• Recap Quiz</li> <li>• Session Evaluation</li> </ul>	<p>1st Sept</p>	<p>2.5 hours</p>	<p>24 young people, 12 from each community will engage in the programme.</p> <p>4 peers leaders will support 2 staff to facilitate the programme</p> <p>All 6 staff will plan and prepare group work materials for the session</p> <p>1 session evaluation completed</p> <p>Interactive session, engaging to young people and relevant to their age range</p>	<p>100% of the young people will attend</p> <p>100% of young people will participate in the workshop</p> <p>100% of young people will complete evaluation and debrief</p>	<p>100% of young people gain a better understanding of flags and symbols in NI context</p> <p>100% of young people will improve their understanding of how people use flags for identity and cultural purposes.</p> <p>100% of young people are challenged on their misconceptions and myths around flags and symbols</p> <p>100% of young people improve their listening skills and develop an understanding and acceptance of others</p>
<p>Outcomes 1, 2, 4, 5 and 6</p>	<p>Session 2</p> <p>Educational Visit: Guided mural tour in Belfast</p> <ul style="list-style-type: none"> <li>• Debrief and evaluation of visit</li> <li>• Recap Quiz</li> </ul>	<p>8th Sept</p>	<p>5 hours</p>	<p>24 young people, 12 from each community engaging in the programme.</p> <p>4 peers leaders will support 2 staff to facilitate the programme</p> <p>1.5 hours tour in each community, including peace walls and 1 hour debrief and evaluation</p>	<p>100% of young people compete in a recap quiz in mixed teams</p> <p>90% of young people visit a place they have never been before</p> <p>100% of young people will complete evaluation and debrief</p>	<p>100% of young people increase their knowledge and understanding about recent NI history and its effect on local communities</p> <p>100% of young people have their negative perceptions and stereotypes challenged about other communities</p>



### Appendix 3 – Cross Community ratio - worked examples of Variance

**Camps must be run on a cross community basis and include participants from Catholic/Nationalist/Republican (CNR) and Protestant/Unionist/Loyalist (PUL) communities. We also encourage proposals which include participation from;**

- other communities including ethnic minority communities,
- those of different racial backgrounds
- young people from both urban and rural areas.
- young people who aren't attached to youth groups or who are excluded from school.

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. Groups may have a variance of 20% between the numbers of young people from the CNR and PUL communities.

**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 note that young people from other communities including ethnic minority communities and those of a different racial background whilst included in the overall number of participants at camp should not be taken in consideration when calculating your cross community (CNR/PUL) split.

For example, if a Camp has 25 young people from the CNR community then it must have a variance of no more/less than 20% (or 5 young people) from the PUL community. There may therefore be no less than 20 and no more than 30 young people from the PUL community. This equates to a ratio of 5:4. For every 5 participants from either the PUL or CNR community, Camps must have at least 4 from the other.

The following table provides some examples:

<b>Number of Young People from PUL or CNR Community</b>	12	15	18	20	25	30	35	40	45	50	60	80
<b>20 % variance allowed between number of young people from PUL or CNR community</b>	2 young people	3 young people	4 young people	4 young people	5 young people	6 young people	7 young people	8 young people	9 young people	10 young people	12 young people	16 young people
<b>Minimum Number of Young people required from PUL or CNR Community</b>	10 - 14	12 - 18	14 - 22	16 - 24	20 - 30	24 - 36	28 - 42	32 - 48	36 - 54	40 - 60	48 - 72	64 - 96



## Appendix 4 – Details for Open College Network Northern Ireland

### Open College Network Northern Ireland

Open College Network Northern Ireland is a UK recognised Awarding Organisation based in Northern Ireland, who are regulated by CCEA Regulation to develop and award regulated professional and vocational qualifications.

OCN NI are an educational charity and an Awarding Organisation that advances education by developing nationally recognised qualifications and recognising the achievements of adults and young people.

Accreditation through the Open College Network will provide learners with formal recognition of learning. This can be achieved through a wide range of assessment methods and approaches including:

- Role play
- Questioning
- Practical demonstrations
- Coursework
- group discussions

Learners produce a portfolio of evidence which is developed over the course of the programme and meets the requirements of the qualification.

### Level 1 and Level 2 Award in Diversity & Good relations

The OCN NI qualifications in Diversity and Good Relations (QCF) have been designed to provide learners with an understanding of the importance of diversity and good relations. It helps learners become more aware of diverse groups and the importance of respect within them. Learners will have a better understanding of what is meant by prejudice and discrimination and will recognise the value of equal opportunities legislation.

For further information, please contact a member of the Business Development Team on 028 90 463 990 or on [info@ocnni.org.uk](mailto:info@ocnni.org.uk)

## Appendix 5 – Conditions relating to Staff Costs

### Education Authority registered groups - Rates of Pay

Where a youth group is registered with the Education Authority, the current agreed rates of payroll will apply. The Education Authority will pay only these rates, unless the employee is already in post and receiving payment for the same type of work.

### Non-Education Authority registered groups - Rates of Pay

Where an organisation is not registered with the Education Authority, the following rates of pay will apply. It is anticipated that most camps will only have one Camp Leader, however there may be exceptions to this, applicants must clearly outline the requirement for more than one leader on their application form.

Job title	Hourly Rate (Max)
Camp Assistant	£9.01
Camp Leader	£11.01

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.

### Employment of sessional tutors and facilitators

In addition to the above rates of pay, consideration will be given to the payment of up to £16.46 per hour for employment of appropriately qualified sessional tutors and facilitators e.g. (Professionally qualified youth workers, coaches and tutors). You will be required to provide proof of qualification to qualify for the higher pay rate. Supporting documentation should be submitted with your application.

Sessional outdoor education instructors must be currently qualified and validated by the relevant National Governing Body (NGB) to carry out the activity they are offering within the safety parameters laid down by that Body. If in doubt about qualifications required, ratios or currency of the applicant's qualifications, please contact the relevant Body through the Sports Council NI web site on the link below:

1. <http://www.sportni.net/performance/governing-bodies/>

Controlled Sector projects should only use Education Authority Youth Service -validated instructors. Only those leaders who are validated are recognised to work with young people.

### Employment of Specialists

It is recognised that some groups may wish to employ the services of specialists to support the delivery of particular element(s) of the programme. Applicants must fully demonstrate that the work of the specialist is critical to the delivery of the project and contributes significantly to the good relations element of the programme at the appropriate section on Pg.17 of the application form. Up to £25 per hour may be approved to contribute to the cost of specialist support, depending on the appropriate national rate for that specialism. The work of the specialist must be shown to comprise no more than 10% of the total cost of the project. The Assessment Panel will consider each request for specialist support in terms of its value for money.

### General Payment of Staff Costs

The matter of whether an individual is an employee or self-employed is one which affects both income tax and National Insurance. Consequently, it is important to know which heading a specific job falls under. People who have been engaged to perform a specific piece/s of work in a school, library, youth club etc. 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 Education Authority will not make a payment or reimburse projects for services without the approval document from HMRC.**



## Appendix 6 – Assessment Matrix

Name of Group	Assessment Date:		
Eligibility Criteria			
The applicant is eligible & required documentation is in place		Yes/No	
Project must take place between April 18 – February 19		Yes/No	
Project run on a cross-community basis meets the required variance		Yes/No	
Project targets 11-19 year olds living in Northern Ireland		Yes/No	
Projects must take place Northern Ireland, Great Britain and Ireland		Yes/No	
Significant good relations element in each phase of the Camp		Yes/No	
Project must offer a range of age appropriate activity		Yes/No	
Project has minimum of <ul style="list-style-type: none"> <li>o 10 hours of face to face pre camp engagement with young people over at least two sessions,</li> <li>o 15 hours of face to face camp engagement with young people (minimum of 3 days)</li> <li>o 10 hours of face to face post camp engagement with young people over at least two sessions.</li> </ul>		Yes/No	
Project has a minimum number of young people participating required by the band of funding applied for		Yes/No	
SCORING GUIDANCE			
4 - Exceptional/outstanding adherence to criteria / degree of evidence			
3 - Good adherence to criteria / degree of evidence			
2 - Moderate adherence to criteria / limited degree of evidence			
1 - Poor adherence to criteria / little evidence			
0 – No evidence to meet criteria			
Assessment Criteria – Scoring	Weighted Score	SCORE (0-4)	Total (score X Weighted Score)
<b>1. Our Children &amp; Young People</b> The project specifically recruits and targets young people living in divided communities and/or young people who don't usually have the opportunity to interact with others from different backgrounds	<b>20</b>		
The project provides opportunities for friendships to develop at all stages of the T:BUC Camps process and facilitates young people to maintain links after the project is completed	<b>20</b>		
<b>2. Our Shared Community</b> The project content and delivery reflects and represents the interests and needs of young people, provides opportunities for their voices to be heard throughout the project and encourages them to share activities.	<b>20</b>		
The project content and delivery is underpinned by peace-building	<b>20</b>		
<b>3. Our Safe Community</b> Project partners 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 (to include risk assessment and mitigation, appropriate background checks and due diligence)	<b>20</b>		
<b>4. Our Cultural Expression</b> The project content and delivery is aimed at challenging stereotypes,	<b>20</b>		

increasing understanding and developing positive relationships between young people from different backgrounds			
<b>Additional Themes</b>			
<b>1. Innovation</b> Project is innovative, ambitious and has the potential to provide learning and practice development for future T:BUC Camps Programmes -	<b>10</b>		
<b>2. Quality Assurance/Best Value</b> The project represents value for money. .	<b>10</b>		
<b>TOTAL (maximum score 140)</b>			
<b>Assessment Panel’s Recommendation to Multi Agency Assessment Board:</b>			
<b>Is application recommended for funding?</b>		Yes/No	
<b>Please provide any additional comments for MAAB consideration on application. Please also include reason(s) for recommendation or not recommending application.</b>			
<b>Assessment Panel Chair’s Signature</b>			
<b>Date</b>			



## Appendix 7 – District Electoral Areas

Council	District Electoral Areas.	
Antrim and Newtownabbey Borough Council	Airport Antrim Ballyclare Dunsilly	Glengormley Urban Macedon Three Mile Water
Ards and North Down Borough Council	Ards Peninsula Bangor Central Bangor West Bangor East and Donaghadee	Comber Holywood and Clandeboye Newtownards
Armagh City, Banbridge and Craigavon Borough Council	Armagh Banbridge Craigavon Cusher	Lagan River Lurgan Portadown
Belfast City Council	Balmoral Black Mountain Botanic Castle Collin	Court Lisnasharragh Oldpark Ormiston Titanic
Causeway Coast and Glens District Council	Ballymoney Bann Benbradagh Causeway	Coleraine Limavady The Glens
Derry City and Strabane District Council	Ballyarnett Derg Faughan Foyle side	Sperrin The Moor Waterside
Fermanagh and Omagh District Council	Enniskillen Erne East Erne North Erne West	Mid Tyrone Omagh West Tyrone
Lisburn and Castlereagh City Council	Castlereagh East Castlereagh South Downshire East Downshire West	Killultagh Lisburn North Lisburn South
Mid and East Antrim Borough Council	Ballymena Bannside Braid Carrick Castle	Coast Road Knockagh Larne Lough
Mid Ulster District Council	Carntogher Clogher Valley Cookstown Dungannon	Magherafelt Moyola Torrent
Newry, Mourne and Down District Council	Crotlieve Downpatrick Newry Rowallane	Slieve Croob Slieve Gullion The Mournes