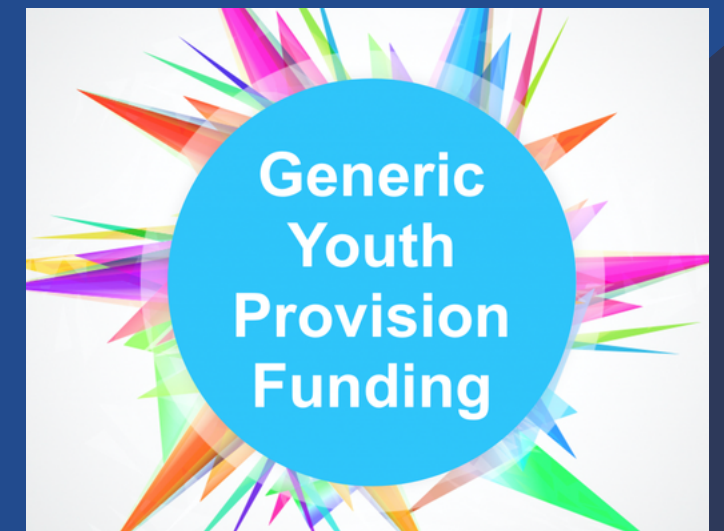


# ▶ Your Boys' Brigade guide to applying for Education Authority (EA) funding for 22/23



## ▶ Section 1

Follow these steps colour coded green if your BB Company is not currently registered with EA and you would like to get registered to receive funding

## ▶ Section 2 - skip to page 5

Follow these steps colour coded purple if your BB Company is currently registered with EA and in receipt of funding from EA

# Registering with EA for the first time...



▶ Go to [www.eanifunding.org.uk](http://www.eanifunding.org.uk)

▶ Click here - 'Register with EA'



[Funding](#) [Eligibility Checker](#) [Support & Information](#) [Register with EA](#) [Talk to us](#)

## Education Authority Youth Service Funding Scheme

Use our Eligibility Checker to find out what funding is available to you

FUNDING

ELIGIBILITY CHECKER

# Registering with EA for the first time...



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

## Registering with EA Youth Service:

EA Youth Service provides two ways to register. Clicking [Register Online](#) is the fastest and easiest way to register and access funding. However, if you prefer to complete your registration on paper you can download a copy of the form below.



[Request an Online Account](#)



[Log on to the Online Portal](#)



[Watch Request an Online Account Guidance Film](#)



[Paper version of registration is available upon request. Please email \[youthfunding@eani.org.uk\]\(mailto:youthfunding@eani.org.uk\)](#)



▶ **Click on Request an Online Account**

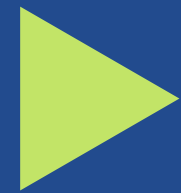
# Getting an account with EA for the first time...

▶ **Complete the details requested on the form**

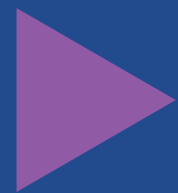


## **Question 7**

▶ Select 'Local Voluntary Youth Organisation'



**You will then receive an email with instructions how to proceed with registering with EA and applying for funding.**

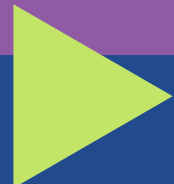


**You can then proceed with the steps in this guide.**

▶ Note if this is your first time registering and applying the Annual Report section will not apply to you.



Follow these steps if you are currently registered with EA,  
and received EA funding for the session 21/22



**Log on to your online account at**

[www.eani.smapply.org](http://www.eani.smapply.org)

The screenshot shows the EA Youth Service Funding website. At the top, there is a banner with the EA logo and the text 'Youth Service Funding'. Below the banner are three buttons: 'LOG IN' (green), 'REQUEST AN ACCOUNT' (teal), and 'RECOVER YOUR ACCOUNT' (black with yellow border). A mouse cursor is pointing at the 'LOG IN' button, and another mouse cursor is pointing at the 'RECOVER YOUR ACCOUNT' button. Below the 'LOG IN' button, there is a callout box that says 'Click here if you know your log in details'. Below the 'RECOVER YOUR ACCOUNT' button, there is a callout box that says 'Click here if you forgotten your log in details'.

# How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 21/22



## Registration Type

- ▶ Select 'Local Voluntary Youth Organisation'

## Current Registration Status

- ▶ Select Previously Registered with the Education Authority

## Organisation and Contact details

## Complete your main contact details



# How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 21/22

## ▶ **Nominated Regional Voluntary Youth Organisation (RVYO)**

Is your organisation registered with a RVYO who provides your organisation with support for the delivery of quality youth work?

- ▶ Select Yes

## ▶ **Nomination Selection**

- ▶ Select The Boys' Brigade NI District from the drop down box

## ▶ **Permission to share your registration information (with your RVYO)**

- ▶ It would be really helpful to the NI District if you would select 'Yes I give permission to share'.

## ▶ **Organisation Type**

- ▶ Select Uniformed Organisation



# How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 21/22

## ▶ **Management Committee/Board of Directors Information**

- ▶ They ask for the names and email addresses of your Chairperson, Secretary, Treasurer and Leader in Charge. Interpret this in equivalents in BB. You may have a separate Treasurer for example but if not add the Captain's details to all the roles.

## ▶ **Health and Safety**

- ▶ Select 'I declare we are compliant with the outlined Declaration Statement'

## ▶ **Safeguarding and Child Protection Policy**

- ▶ This has not changed since last year. This therefore may still be uploaded in your account. If not you can download it from the Brigade website [here](#).  
document.

## ▶ **Do you work with young people aged 18 to 25?**

- ▶ Select No.



# How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 21/22

## Youth Work Policy

- ▶ Please confirm your organisation delivers youth work in line with the DE Policy Priorities for Youth
- ▶ Select 'Yes'

## Curriculum Delivery

- ▶ Please confirm that your youth organisation works to deliver 'Youth Work a Model for Effective Practice'.
- ▶ Select 'Yes'



# How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 21/22

## ▶ Youth Membership Breakdown

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

Age range	Numbers
4 to 8 years	
9 - 13 years	
14 - 18 years	
19 - 22 years	enter 0
22 - 25 years	enter 0



# How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 21/22

## ▶ Leadership 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.

▲ Enter the number of combined hrs they work for BB each week.



# How to Register/Re-Register

Follow these if you are currently registered with EA and received EA funding for the session 21/22

## ▶ **Banking and Accounting Declaration**

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

- ▶ Select 'I declare we are compliant with the outlined Declaration Statement'

## ▶ **Data Protection and Declaration**

- ▶ Read carefully and select 'I declare and certify that the information contained in this registration is correct'

## ▶ **Enter signatory position (eg Captain) and Full Name**

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



# Annual Report for 21/22 session

▶ **Your Annual Report must be completed BEFORE you can apply for funding for 22/23 session.**

▶ **You submit your Annual Report online when you are logged into your account.**

▶ **What you need to answer...**

- ▶ Enter the numbers of young people by age band for the registration period of 21/22
- ▶ Complete the Engagement Framework noting the numbers of young people in each of the categories: **Contact | Engagement | Active Participation | Maximising Potential**  
See help section at end of this document
- ▶ Note how much of your funding award in 21.22 you spent - hopefully all of it!
- ▶ Upload a copy of your Income and Expenditure for the period ended 31 March 2022. This is on an Excel spreadsheet EA sent you



# Application for 22/23 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 completed your annual Report.

▶ **Enter your Registered Organisation name  
Click on 'Create Application'**

▶ **Select Section 1 Application Form (Generic)**

▶ **Organisation Name - should already be there.  
Select council area from drop down menu.**



# Application for 22/23 session

## Governance

- ▶ Government Funding database number - it is unlikely you will have this. When you select 'No' so you will be asked to upload our Brigade Constitution at end of applicaiton - you can find it [here](#)

## Safeguarding

- ▶ Seelct 'Policy remains the same'. The Brigade Safeguarding Policy has not changed since the 21/22 application. You can find it [here](#) for reference.

## Do you work with young people aged 18 - 25 as part of your organisations membership?

- ▶ Select 'No'. Our membership is 4 -18. Over 18s are classed as Leaders/Helpers

# Application for 22/23 session



## **Total Registered Membership**

- ▶ Enter the total number of members in your BB Company.

## **Total Number of operational weeks per year**

## **Total hrs of programme provided per week**

- ▶ Total face to face hours with children and young people provided per week (not including set up and takedown).

## **Average Weekly Attendance**

- ▶ Enter the total average number of young people that attend your BB per week across all sections and all meeting nights you have in the week. Average per week not average per session.

## ▶ **Data Protection Statement**

### **Declaration of Terms of Generic Non-Targeted Funding**

### **Declaration of Accuracy.**

- ▶ Read all of the above carefully and respond accordingly that you 'certify that the information contained in this application is correct'.

## ▶ **Sign**

- ▶ Add your full name
- ▶ Add Position in the organisation eg Captain
- ▶ Sign using the mouse or finger/stylus on touch screen device (phone/tablet)



## Governing Document

- ▶ You will now be prompted to upload your Governance document - this is the Brigade Constitution which you can find [here](#).
- ▶ There will be links on the left side of the screen to upload the Brigade Constitution
- ▶ You can check other documents in this section such as the Child Protection Policy that you have previously uploaded.
- ▶ Bank Account Information - you will find a link to this on the left of the screen too. If you previously provided banking information it will be here - you can check it is still correct or upload new information. Make sure it is up to date or your payment will be delayed.

## Submitting the Application

- ▶ Once all the Supporting documents have a green tick beside them (to left of screen) you can select 'Submit' - then confirm Submit again or you can choose to review it all at this stage, after the final review hit 'Submit' again and you are done!






# Help Section

Links to useful resources

# Download the Constitution from [www.bbni.org.uk](http://www.bbni.org.uk)



The screenshot shows the website's navigation and content. At the top, there is a dark blue header with the logo for 'THE BOYS' BRIGADE' and the tagline '> the adventure begins here'. To the right of the logo are links for 'Shop', 'Safeguarding', and a 'Donate' button. Below the header is a blue navigation bar with dropdown menus for 'Join Now', 'Info for Parents/Carers', 'Info for Leaders', 'Info for Churches', and 'About Us'. The main content area is divided into three columns. The left column contains a list of links: 'Latest Updates', 'Running Your Company', 'Age Group Essentials', 'Covid-19 Support', 'Leader Training & Development', 'Managing Risk & Safeguarding', and 'Policies & Regulations'. The middle column is titled 'Policies & Regulations' and lists: 'Brigade Regulations', 'Memorandum & Articles of Association (Constitution)', 'Data Protection Policy', 'Equal Opportunities Policy', and 'Other Policies and Regulations'. The right column features an illustration of a church entrance with a sign that says 'OPEN' and a group of children standing in front. Below the illustration is a link for 'Recruitment: Open To... Campaign'. A red arrow points to the 'Memorandum & Articles of Association (Constitution)' link in the middle column. Another red arrow points to the 'Policies & Regulations' link in the left column. A red cloud icon with a downward arrow is located in the top right corner of the image.

THE BOYS' BRIGADE  
> the adventure begins here

Shop Safeguarding Donate

Join Now Info for Parents/Carers Info for Leaders Info for Churches About Us

Latest Updates >

Running Your Company >

Age Group Essentials >

Covid-19 Support >

Leader Training & Development >

Managing Risk & Safeguarding >

Policies & Regulations >

**Policies & Regulations**

Brigade Regulations

Memorandum & Articles of Association (Constitution)

Data Protection Policy

Equal Opportunities Policy

Other Policies and Regulations

Recruitment: Open To... Campaign >

# Download the Safeguarding Policy from [www.bbni.org.uk](http://www.bbni.org.uk)

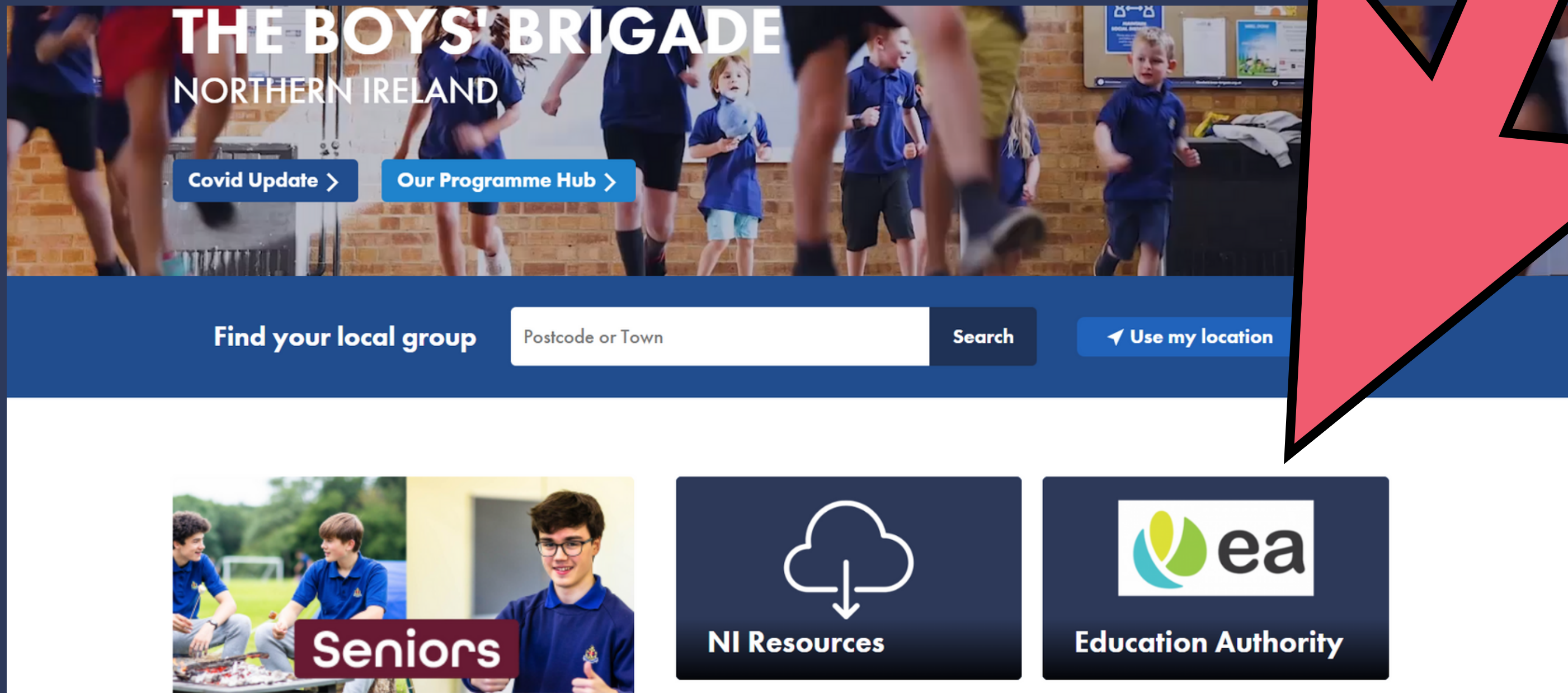


The screenshot shows the website header with the logo 'THE BOYS' BRIGADE > the adventure begins here' and navigation links for 'Shop', 'Safeguarding', and 'Donate'. The main navigation bar includes 'Join Now', 'Info for Parents/Carers', 'Info for Leaders', 'Info for Churches', and 'About Us'. A sidebar menu on the left lists various resources, with 'Managing Risk & Safeguarding' highlighted in blue and indicated by a red arrow. The main content area displays the 'Managing Risk & Safeguarding' section, which includes links for 'Safeguarding in The Boys' Brigade', 'Leaders Code of Conduct', 'Guidance for Leaders – Responding to Concerns/Allegations', 'Safeguarding Policies & Procedures', 'Position of Trust', and 'Safety Policy (Handbook)'. A red arrow points to the 'Safeguarding Policies & Procedures' link. Below this is a banner for the 'Recruitment: Open To... Campaign' featuring an illustration of children in front of a church door with an 'OPEN' sign.



# Go to [www.bbni.org.uk](http://www.bbni.org.uk)


Click on the EA Section





**THE BOYS' BRIGADE**  
NORTHERN IRELAND

[Covid Update >](#) [Our Programme Hub >](#)

Find your local group  [Search](#) [Use my location](#)

 **Seniors**

 **NI Resources**

 **ea**  
**Education Authority**

A large red arrow with a black outline points from the top right towards the EA logo in the bottom right section of the website screenshot.

# Other Resources



## **Engagement Framework How to Video**

<https://bit.ly/EAFrameworkVideo>



## **How to Register or Re Register with EA**

<https://bit.ly/EAFrameworkVideo>



## **Engagement Framework Poster Guide**

Download from the EA section at [www.bbni.org.uk](http://www.bbni.org.uk)

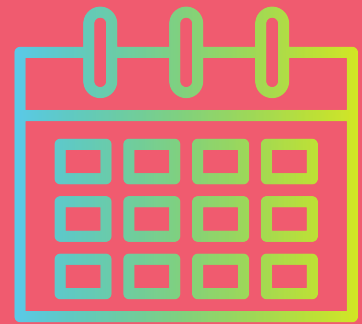


## **Engagement Framework Evidence Log**

Download from the EA section at [www.bbni.org.uk](http://www.bbni.org.uk)



# Deadline for Applications



30 April 2022



Allow 48 hrs for approval for some stages such as getting your online account active (if new to registering and applying), registration approval and Annual Report approval.