



**Department of Children, Equality,
Disability, Integration and Youth**

UBU Your Place Your Space

User Guide for Organisations

*Valid for the 2024–2026 funding and service delivery cycle of UBU Your Place Your
Space*



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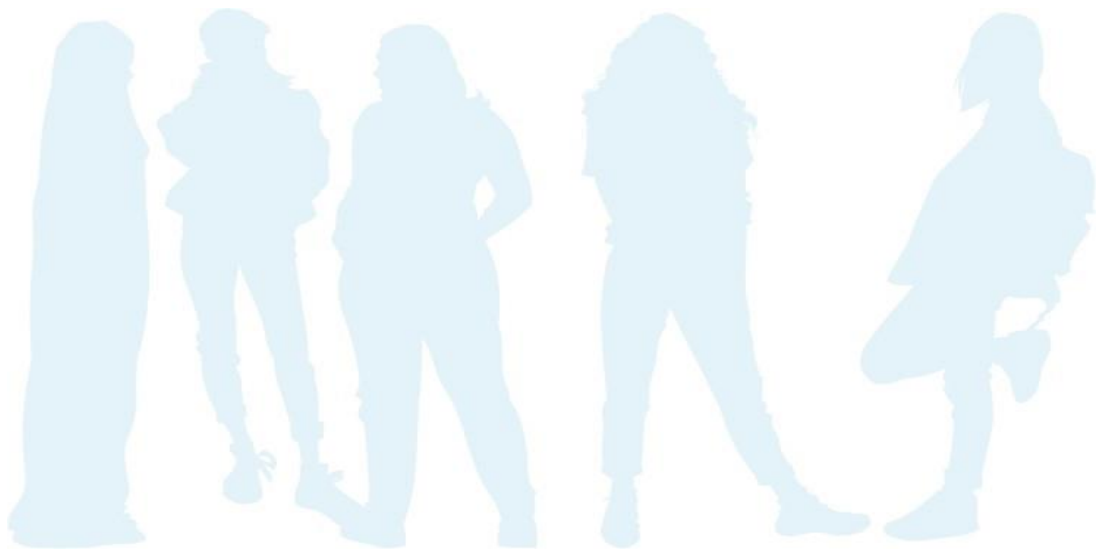
Glossary of terms

In the context of the UBU Your Place Your Space scheme, the below terms are used throughout this document:

Term	Description
Advocacy	Act or process of supporting young people to find their voices and to be empowered to deal with youth services and organisations.
Collaborative Work	Situations where, for the benefit of young people, funded organisations pool skills, experience and/or resources for the joint delivery of young people-centred youth services.
Detached Work	Detached youth work is a form of youth work provision that operates without the use of a centre and takes place where young people "are at" both geographically and developmentally. Detached work is a method of delivering informal and social education and is concerned with addressing whatever needs are presented to or perceived by the youth worker.
Funded organisation	A legal entity which meets the eligibility criteria and requirements to enter and remain in the scheme and consequently receives funding directly from the Department of Children and Youth Affairs (DCEDIY) or via an appointed intermediary.
Grant	A financial provision for a particular activity or service administered or undertaken by an outside body, including agencies, companies, committees, advisory groups, charities or individuals. It ranges from grants to State bodies to undertake their statutory functions to specific grant schemes operated by government Departments or other bodies in receipt of exchequer funding.
Grantee	An entity which receives a grant.
Grantor	An entity that makes a grant.
Non-formal	Non-formal learning is an organised educational process that is complimentary to mainstream systems of education and training and does not typically lead to certification.
Outcomes	The results that are produced from programme outputs
Output	The specific numbers of sessions, numbers of young people, and completed programmes.
Outreach work	Outreach work is a method of making contact with young people and encouraging them to avail of the services on offer in a youth service. Outreach work (as distinct from detached or street work) has a clear aim of encouraging young people to come to the youth service's premises.
Programme	A set of activities or initiatives delivered for/with young people with a particular aim which forms the basis of the operation of a youth service or a service for a specific amount of time.
Relevant Authorised Person	The person(s) of the appropriate grade for the level of responsibility who is to carry out a particular task.
Rules	One of a set of explicit regulations governing procedure within an area of activity that must be adhered to.
Youth Service	The activities, interventions and outputs provided by a UBU scheme-funded organisation. Normally a service is where one legal entity (which used to have a number of funded youth services YP/SPY/LDTFs) working under the one auspice in a defined geographic area.
Street work	Working with young people delivering programmes and activities with a view to supporting them to access services delivered in centres/buildings
Young person	A person aged 10 to 24 years old.
Youth work	A planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is— (a) complementary to their formal, academic or vocational education and training; and (b) provided primarily by voluntary youth work organisations.

Acronyms

APNASR	Area Profile, Needs Assessment and Service Requirement Tool
DCEDIY	Department of Children, Equality, Disability, Integration and Youth
ETB	Education and Training Board
ETBI	Education and Training Boards Ireland
RAG	Red-Amber-Green
SLA	Service Level Agreement
YAU	Youth Affairs Unit



Part One: UBU Your Place Your Space

1. Purpose

This user guide is solely for the purpose of providing guidance to organisations seeking funding under the UBU Your Place Your Space scheme. This user guide should be used to provide clear guidance on the steps, roles and responsibilities and the key processes and tools that are relevant for organisations within the scheme. This user guide is a supplement to the UBU Your Place Your Space policy and operating rules document and should be read in conjunction with the service requirement and the application form. This user guide aims to support the policy document by ensuring that young people are at the centre of all policies and processes that are developed under the UBU Your Place Your Space scheme.

As part of the continuous improvement principle, the DCEDIY may update the user guide as required and will make new versions available directly through ETBs and updated versions will also be placed on the UBU Your Place Your Space website. Readers should assure themselves that they have the most up to date version of this document by checking the UBU Your Place Your Space website.

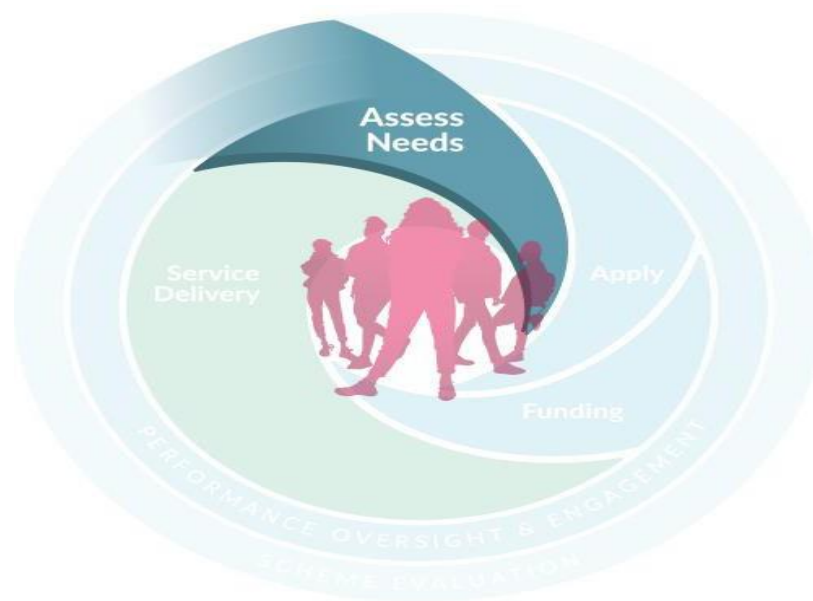
2. Version Control

Version No.	Author	Changes Made	Date
001	DCEDIY Youth Affairs Unit	Created	20/01/2020
002	ETBI	edited	19/05/2023
003	DCEDIY YAU	Edited	23/05/2023

3. Document Owner

Department of Children, Equality, Disability, Integration and Youth

4. Area Profile, Needs Assessment and Service Requirement Tool



- ❖ This section gives a more detailed overview of **step 1** outlined in the 9 step guide found in section 6 of this user guide.

In order to create an understanding of the environment, circumstances and needs of young people in specific communities, the process for the UBU Your Place Your Space scheme begins each policy cycle by carrying out a systematic needs assessment. To do this in a consistent way and to help to contribute to a national picture, each ETB is required to complete an Area Profile, Needs Assessment and Service Requirement Tool (APNASR) provided by the DCEDIY. This tool supports the ETB in identifying and prioritising the needs of young people who fall within the defined target group for the UBU Your Place Your Space scheme.

The final output of the APNASR tool is the generation of Service Requirements. A Service Requirement is a summary of the most important information gathered through

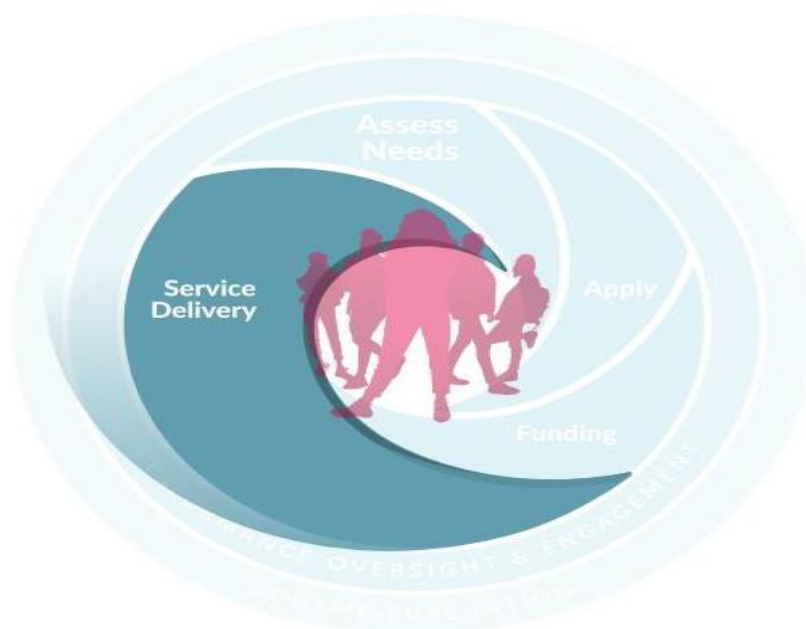
the APNASR tool. The Service Requirement(s) will form the basis of the application process. A major component of the assessment of a completed UBU Your Place Your Space application form will be how an organisation seeking funding adequately responds to the Service Requirement provided by the ETB.

The APNASR process for the UBU Your Place Your Space scheme in 2024 has already been completed. The APNASR process may occur at any point throughout the policy cycle of the scheme.

Youth service role in relation to the APNASR tool

- To engage as a stakeholder in the ETB's APNASR process.
- To respond to the Service Requirement(s) when issued by the ETB

5. Types of Youth Services funded under the UBU Your Place Your Space



The DCEDIY has made it possible for organisations seeking funding to apply for funding from three distinct strands of funding within the UBU Your Place Your Space scheme depending on the nature of their service offering. These are called funding strands **A**, **B** and **C**

– services for young people (A); access to youth facilities (B) and capacity building (C).

UBU Your Place Your Space scheme funding can be applied for under each of the three strands by any organisation previously in receipt of UBU funding. The vast majority of organisations will be applying for funding under **Strand A** of the UBU Your Place Your Space scheme as this relates to direct delivery of youth services to young people.

In summary the three types of funding strands available are:

<p>Services for Young people</p>	<p>Strand A: Funding for the directly delivery of youth services, on either a geographic or thematic basis, to the target group of young people for the UBU Your Place Your Space and the operational costs associated with this provision.</p>
<p>Access to Youth Facilities</p>	<p>Strand B: Funding to support access for the target group to <u>existing youth facilities</u> originally built using the Young People’s Facilities and Services Fund 1 and 2 (YPFSF 1 and 2) and to provide provision for the use of spaces/facilities for organisations funded under the UBU scheme.</p>
<p>Capacity building</p>	<p>Strand C: Funding for supports that build and strengthen the capacity of frontline practitioners/funded organisations to deliver youth services and services to young people in the UBU Your Place Your Space target group. <u>These must only be existing</u> and be youth services formerly funded under YPFSF 1 and 2, the Local Drugs Task Force scheme (LDTF) and Special Projects for Youth (SPY).</p>

Applicant organisations should complete their application form using their service requirement (issued by the relevant ETB) and indicate in the application form which funding strand(s) they are applying for. Further guidance notes on the funding strands is available in the application form and also in the UBU Your Place Your Space policy and operating rules document (chapter 6).

Part Two: Applications to UBU Your Place Your Space scheme

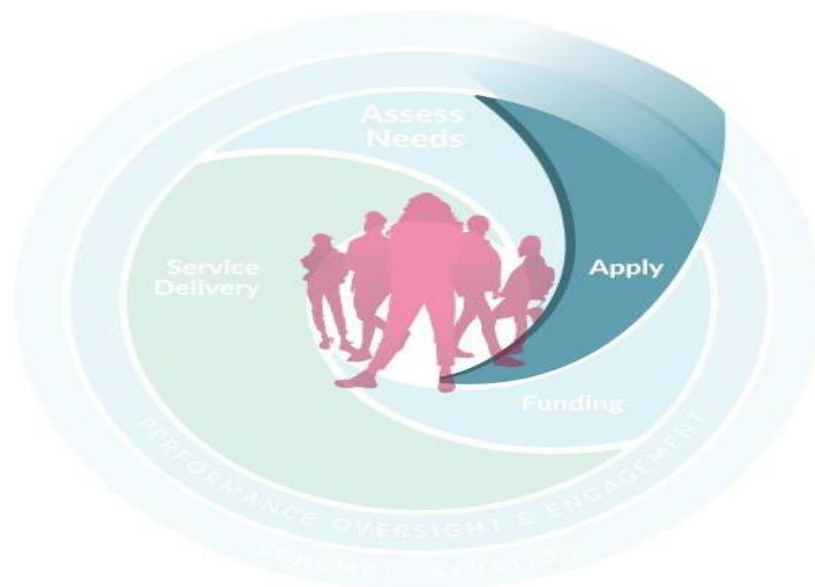


FIGURE 1. POLICY AND SERVICE DELIVERY CYCLE FOR THE UBU YOUR PLACE YOUR SPACE SCHEME

6. Overview of the application process

The following is a 9 step guide for the second policy cycle of the UBU Your Place Your Space application process and associated timeline for all stakeholders of the scheme. Also referenced are the associated documents that can assist applicants at each step

of the process, these documents will be sent to applicant organisations by the ETB and (or) can be found within the appendix of this user guide.

Steps	Action and Timeline	Project docs and letters
Step 1	<p>ETB develop a Service Requirement based on the Area Profile, Needs Assessment and Service Requirement process</p> <p>Completed by ETB and then approved by DCEDIY</p>	Not applicable
Step 2	<p>Application pack issued by ETB to Applicant Organisations to include:</p> <ul style="list-style-type: none"> • Application form • Service requirement • Policy and Operating rules for the scheme • User Guide <p>Circulated by ETB May/June 2023</p>	Application form, Service requirement, Policy and Operating Rules, User guide (direct salary costs calculator)
Step 3	<p>Guidance on the application process-ETBI will facilitate an online application clinic. Individual ETB will also provide guidance to Applicant Organisations on the UBU Your Place Your Space application process.</p> <p>ETBI Application Clinic 30th May. Local ETB clinics as requested.</p>	User guide
Step 4	<p>Submission of application forms inclusive of action plan - Applicant Organisation submit completed UBU Your Place Your Space scheme application form to the ETB</p> <p>No later than 29th September. Check with you local ETB.</p>	User guide
Step 5	<p>Structured feedback on application form inclusive of action plan – the ETB will provide guidance and structured feedback to Applicant Organisations on their UBU Your Place Your Space application. Where required the ETB and Applicant Organisation will discuss and agree a time lined action plan to ensure the Applicant Organisation can comply with the UBU Your Place Your Space scheme assessment criteria by the 28th June 2024</p>	Not applicable

Step 6	Assessment of applications forms and allocation of recommended RAG status - ETB review application forms including the action plans using RAG assessment template and any related documents. Once completed ETB submit application forms, RAG assessment template and signed ETB RAG status recommendation template to DCEDIY. This can be done on a staged basis with the last	Not applicable
	documents submitted to DCEDIY no later than 30 th October 2023 Submission by ETB to DCEDIY no later than 30th October 2023	
Step 7	DCEDIY verify the recommendations of the ETB – DCEDIY will review the recommendations of the ETB and make a final decision on the RAG status of the application for funding. For verified Green and Amber RAG status applications, approval in principle letters to issue from DCEDIY to ETB between the 11 th -15 th December A letter verifying the Red RAG status of an application will issue from DCEDIY no later than 1 st December – Applicant organisations will have 2 weeks to appeal the decision RED Status letters issued by DCEDIY to ETB no later than 1st December 2023 Green and Amber status letters issue by DCEDIY no later than 15th December 2023	Not applicable
Step 8	Appeals process: applications that are assigned a Red RAG status will be given a 2 week window to appeal the decision. 15th of December 2023 Applicant organisation appeal window closes No later than 19th December 2023 ETB submits appeal recommendations to DCEDIY No later than 29th December DCEDIY issue response to appeal recommendations to ETB	Appeals process template and guidance note (<i>Appendix B</i>)
Step 9	Funding Decisions announced by Minister: The Minister will announce the funding decisions for the UBU Your Place Your Space scheme	

- ❖ Specific sections of this user guide will give a more detailed overview of the steps listed above.

7. Application Process

The application process for the second cycle of the scheme is for 3years (January 2024 – December 2026)

The application process is administered by ETBs who will make recommendations to the DCEDIY. The DCEDIY will make a final decision regarding the outcome of the application.

8. Application pack, Clinics and FAQs

8.1 Application Pack

- ❖ This section gives a more detailed overview of **step 2** outlined in the 9 step guide found in section 6 of this user guide.

At the beginning of the policy cycle ETBs will issue the application pack to applicants.

The application pack will include:

- Application Form (to include eligibility and assessment criteria and an action plan template)
- Service requirements
- UBU Your Place Your Space Policy and Operating rules
- Organisation User Guide

Note: It is advised that the scheme rules document and service requirement are reviewed prior to and while completing the application form.

8.2 Application Guidance

- ❖ This section gives a more detailed overview of **step 3** outlined in the 9 step guide found in section 6 of this user guide.

It is intended that applicant organisations take ownership of their application with appropriate support from the ETB. It is recommended that applicants should familiarise themselves with the UBU Your Place Your Space scheme and its requirements and engage with the ETB before finalising their application form.

At all stages of the application process the applicant organisation should work with the ETB, acquiring guidance so they fully understand the application process and are completing the application form correctly, in line with the Service Requirement.

9. Eligibility and Assessment Criteria

- ❖ This section gives a more detailed overview of **steps 4 and step 5** outlined in the 9 step guide found in section 6 of this user guide.

This chapter should be read in conjunction with the application form. The application form is made up of five sections, each of which builds to the next section. Prior to the five sections there are eligibility and assessment criteria which must be completed.

The first step for any organisation seeking funding is to review the eligibility criteria to assure themselves that they can meet the minimum entry requirements for the scheme. Once assured, they will be asked to complete the assessment criteria stage of the application process. *(See appendix A for guidance notes on the Eligibility and Assessment criteria)*

1. **Eligibility Criteria:** The first part is the eligibility criteria, these are the minimum criteria for UBU Your Place Your Space scheme entry. If any of the criteria are not met the applicant organisation is not eligible to apply for any strand of funding in 2024. If an applicant is not able to meet the minimum eligibility criteria and is therefore not proceeding with the application, they should notify the ETB of this.

Notes:

- a) All applicant organisations must be able to offer a statement of assurance and, upon request, provide evidence to the ETB that they can comply before entering the scheme in January 2024.
- b) Applicant organisations are reminded that **child safeguarding policies** are required to be in place in line with Children First guidance and the 2015 Act.

2. **Assessment Criteria:** The second part is the assessment criteria for which there are three possible outcomes.

- a. the applicant meets the full rules of the scheme (Green)
- b. the applicant meets some of the rules AND has committed to meeting all of the rules before the end of June 2024 (Amber and action plan)
- c. the applicant does not meet the rules of the scheme AND has not agreed to meet the rules of the scheme OR will not complete an action plan (Red).

For amber outcomes the applicant should use the Action Plan template in the corresponding section to provide a plan which demonstrates how each outstanding issue will be addressed and when full compliance will be achieved. Full compliance must be achieved within 12 months of the second cycle. If the Action Plan is agreed by the ETB and the applicant organisation, the applicant can be recommended for funding by the ETB.

At this stage of the application process it is important to note that both the organisation can self-identify as not being compliant with the rules or the ETB can identify that they are not satisfied that the organisation has fulfilled the requirements and need to either address it in their final submission of the application form or by producing an action plan. The ETB will provide guidance during the application process.

This initiative has been facilitated to ease the implementation of the operating rules for the UBU Your Place Your Space scheme.

9.1 Action plan

For any one or more of the assessment criteria where the applicant selects 'No', the applicant should use the Action Plan template (included within the application form) to develop a plan to address each outstanding issue and indicate a clear timeframe where full compliance will be met. Full compliance must be achieved by 28th June 2024 for initial applications. In addition following the initial submission of the application form

to the ETB as outlined in **step 4** of the 9 step guide, the ETB may decide that the project needs to develop an action plan based on engagement in cycle 1 and taking in considerations from the CIP and PPRM.. The ETB will provide the applicant with structured feedback as outlined in **step 5** (also detailed in section 10.1.1 of this guide) to address the application content and develop the action plan with the applicant.

The ETB will assess that the action plan(s) is appropriate and can be achieved within the identified time-frame.

The following steps are required for the completion of the action plan;

1. The ETB representative will advise the applicant organisation on the development of the action plan, the areas that need to be addressed and ensure that a reasonable time period is assigned to each action.
2. The action plan will be signed off by the most senior person in the applicant organisation and by the ETB representative
3. The action plan must be submitted as part of the application form to the ETB.

Note: The completed eligibility and assessment criteria (and where applicable action plan) are key components from which the ETB will recommend to DCEDIY an organisation for funding.

10. Completion of the UBU Your Place Your Space application form

- ❖ This section gives a more detailed overview of **steps 4 & 5** outlined in the 9 step guide found in section 6 of this user guide.

Applicant organisations must outline their proposed service offer and demonstrate how they intend to meet the needs identified in the Service Requirement(s). The service requirements form the basis of the application process. The applicant organisation must respond specifically to their service requirements when completing the application form.

1. Guidance notes as to how to complete the application form are included with the application form and also within the appendix of this user guide.

Note: Prior to applicants submitting their application, the ETB should work with the applicant organisation, providing guidance to ensure that applicants fully understand and are adequately completing the application form, in line with the Service Requirements.

2. The submission deadline is no later than 29th September. Check with your local ETB.

10.1 Submission of the completed application form

- ❖ This section gives a more detailed overview of **step 4** outlined in the 9 step guide found in section 6 of this user guide

Prior to application submission, it is advised that the applicant organisation ensures that all areas of the form have been fully completed and that the application response relates specifically to their service requirement.

1. The applicant organisation should submit their application to the ETB via email on or before the submission date deadline. Electronic signatures are appropriate on completed application forms.
2. The applicant organisation should appropriately file all correspondence relating to the application process.

10.1.1 Review following submission of an application

- ❖ This section gives a more detailed overview of **step 5** outlined in the 9 step guide found in section 6 of this user guide.

A final version of the application form and associated documents are submitted to the ETB. The ETB will set about assessing the application in order to make a funding recommendation to the DCEDIY.

The ETB will review the application and may seek additional information. This is not limited to the action plan noted above. If clarifications are required from applicant organisations after the submission date they should be responded to promptly.

This can include:

- The applicant organisation did not fully complete the application form
- The applicant organisation is not fully compliant with the rules of the scheme

- The applicant organisation did not appropriately respond to the service requirements
- The applicant organisation must provide additional information to allow the ETB fully process the application
- The RAG process will not commence until outstanding items have been rectified by the applicant organization.

Following the process of feedback between the applicant organisation and

After the final submission of the application to the ETB, there will be no communication to applicant organisations regarding the status of their application, until such time that DCEDIY gives its final decision on the outcome of the application.

11. Processing the Application Form

11.1 The Red-Amber-Green (RAG) grading system for applications

- ❖ This section gives a more detailed overview of **step 6** outlined in the 9 step guide found in section 6 of this user guide.

Note: Only organisations who have met the eligibility criteria may be assessed by the ETB and assigned a RAG status. The RAG status is based on a combination of

assessment criteria and application review. The RAG status will form the basis of the ETB recommendation made to the DCEDIY for scheme funding.

Upon review of the application the ETB will assign a RAG status to the applicant organisation seeking funding, which will be assigned by the ETB based on the following;

- Applicant organisations who fulfil the minimum eligibility criteria fully (as detailed in sections 4.3 of the Policy and Operating rules for the scheme) and fully comply with the assessment criteria (as detailed in chapters 5, 6 and 7 of the Policy and Operating rules for the scheme) will be assigned a **Green** RAG status recommendation by their ETB

Note: No assessment or RAG status will be applied if the minimum eligibility criteria as detailed in sections 4.3 of the Policy and Operating rules for the scheme are not fully met.

- Applicant organisations who have fulfilled the minimum eligibility criteria, but do not meet the full assessment criteria **and** have an agreed action plan in place to address outstanding issues, will be assigned an **Amber** RAG status recommendation by their ETB.

As part of the application process all organisations seeking funding who do not currently meet the assessment criteria must provide an action plan(s) detailing how and when they will become fully compliant with the assessment criteria during the first 12 months of the scheme funding cycle. Applicant organisations should work with the ETB to complete the action plan.

- Any applicant organisation who do not fulfil the assessment requirements and/or does not develop an action plan(s) detailing how they will become fully compliant with the UBU Your Place Your Space scheme, within the given timeframe, will be assigned a ***Red*** status and will not be recommended for funding. The applicant organisation will have the option of appealing this decision.

Completed applications should address the needs as outlined in their service requirement.

11.1.1 Application of the RAG status throughout the lifecycle of the scheme

It is a requirement for funded organisations to meet the rules of the scheme across the full funding cycle period. This will be monitored, for example at the structured planning and progress review meetings referred to under the performance and oversight sections below. An organisation will receive a RAG status upon;

- a) Entry into the scheme;
- b) Upon review for the renewal of funding each year.

Therefore, in its policy life cycle of funding a funded organisation will receive three RAG assignments:

1. Entry into the scheme in 2024
2. Renewal stage in 2025
3. Renewal stage in 2026

Compliance with the full set of scheme rules is the primary objective for applicant organisations.

It is foreseen that an applicant organisation's status with respect to their initial RAG status assignment upon scheme entry may change. For this reason, the table below details the possible scenarios and funding consequences for the funded organisation.

Status at UBU Your Place Your Space entry/ previous renewal	Status at subsequent renewal	Remedial action/Consequence for the funded organisation
Green	Amber	6 months to demonstrate compliance.
Green	Red	6 months of wind-down funding with opportunity to appeal.
Amber	Green	No actions. Required to stay in compliance.
Amber	Red	6 months of wind-down funding with opportunity to appeal.

Within the Performance, Oversight and Engagement Framework of the scheme the planning and progress review meetings (see section 15.1.3 of this guide), are the ongoing structured opportunities for the funded organisation and the ETB to discuss any foreseeable changes and to address these where necessary.

11.2 DCEDIY Role in the Application Process

11.2.1 Unique Identifier for funded organisation

Upon receipt of an application at the DCEDIY, each applicant organisation will be assigned a unique identification code. This unique identification code will be firstly communicated by the DCEDIY to the ETB, and ETB to organisations in an acknowledgment receipt and must be used on all future correspondence relating to the UBU Your Place Your Space scheme. The UID assigned in cycle 1 will be retained in cycle 2 for successful applicant organisations previously receiving UBU funding.

11.2.2 DCEDIY review and decision

- ❖ This section gives a more detailed overview of **step 7** outlined in the 9 step guide found in section 6 of this user guide.

The purpose of the DCEDIY's review of the submission from the ETB is to affirm the recommendations and reach an approval in principle of the relevant applications. The

confirmation of the approval in principle and the funding amount will be forwarded by DCEDIY to the ETB. In summary:

1. DCEDIY reviews the recommendations submitted by the ETB for each application.
2. If the review requires clarifications on the application or recommendation, DCEDIY will contact the ETB for a response, who may in turn communicate with the applicant organisation.
3. After review of application the DCEDIY will make the final decision regarding the outcome of the application and send a letter outlining so to the ETB (see section 11.3)

11.3 Receipt of letter outlining outcome of application

11.3.1 Successful applications

Once final decisions on the outcome of applications have been made by the DCEDIY, approved funded organisations will receive a letter of allocation from the ETB confirming that they have been successful in their funding application. Successful applicants will have a RAG status of either *Green* or *Amber*.

11.3.2 Unsuccessful applications

Once final decisions on the outcome of applications have been made by the DCEDIY unsuccessful applicant organisations will receive a letter from the ETB detailing the rationale for the decision and will provide information on the appeals process. Unsuccessful applicants will have a RAG status of *Red*.

11.4 Appeals Process

- ❖ This section gives a more detailed overview of **step 8** outlined in the 9 step guide found in section 6 of this user guide.

At the beginning of each funding cycle, organisations seeking funding can appeal application refusals within two weeks of receipt of notification from the ETB. Appeals can only be made by applicants who have been assigned a **Red** RAG status.

Only **one appeal per application** is allowable and it **must be submitted by the lead applicant**.

The process for the review of the appeal will involve;

1. Organisations seeking funding can appeal within two weeks of notification from the ETB. Only one appeal per application is allowed to be made by the applicant.
Note: Appeals submitted to the ETB after the appeal date will not be considered. Appeals must be completed and submitted to the relevant ETB inbox or by letter.

Organisations can appeal the decision on the following grounds:

- a) The applicant organisation seeking funding believe that a scheme rule was applied incorrectly; and/or
- b) Where the applicant organisation can provide additional supporting documented evidence that was not available at the time of application which shows they do now or can meet the relevant criteria.

The process for the review of the appeal will involve:

1. The ETB will review the appeal and make a recommendation regarding the appeal to the DCEDIY.
2. The DCEDIY will review the recommendation and make a final decision and notify the ETB.
3. The ETB will communicate the outcome of the appeal to the organisation. This decision is final.

(See Appendix B which details the process to be followed to make an appeal)

Part Three: ETBs and Funded Organisations – Finance

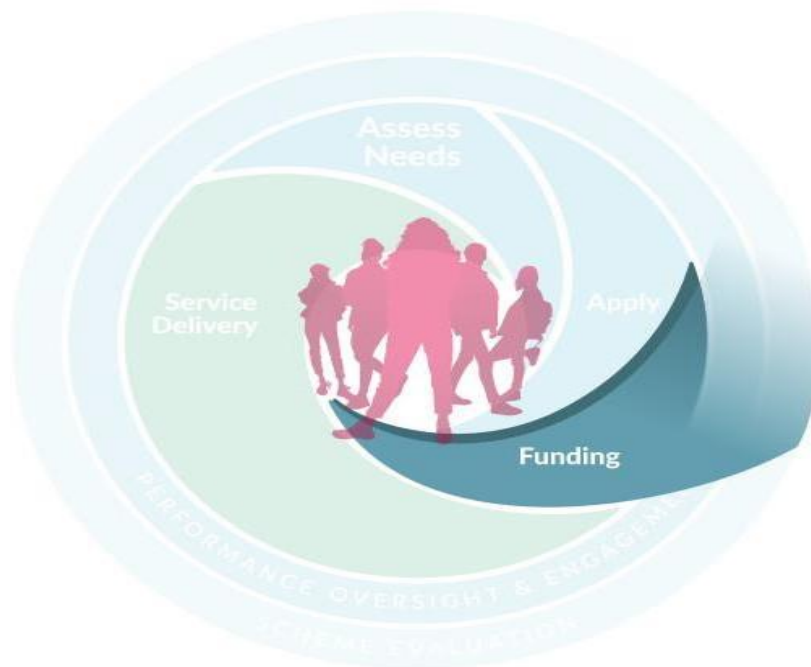
12. Service Level Agreement

In order to receive funding under the UBU Your Place Your Space scheme, each organisation must sign a standardised SLA with their ETB:

1. Following confirmation of the organisation's approval for entry into the scheme, the funded organisation will receive an SLA for review and signature
2. The legal entity for the funded organisation will sign the SLA and return this to their ETB.

¹ This 6 month period will be funded to allow time for engaging with the youth services in terms of ending the youth service, giving time to implement decisions in relation to the available funding.

13. Funding/ Finance



13.1 Payment of funds

Payments are made by the relevant ETB to the funded organisation on a quarterly basis over the lifetime of the contract. In order to receive funding organisations funded under the UBU Your Place Your Space scheme must comply with all reporting requirements from the DCEDIY and with the conditions detailed in the SLA.

The following steps should be completed by the funded organisation;

1. Prepare a yearly budget in advance
2. Complete and submit quarterly drawdown forms to the relevant ETB in advance of each quarter (*quarterly drawdown templates can be found on the scheme website*)

NOTE:

- Organisations must record all actual direct and indirect costs (*outlined in chapter 7 of the Policy and Operating Rules document for the scheme*) for

each month in the quarter and note any variance from the allocated budget for each type of costs

- The final quarter drawdown request of each year must be completed by the funded organisation in line with the *DPER Circular 13/2014*
- 3. The drawdown requests must be signed by the funded organisation's most senior person
- 4. Completed drawdown forms with electronic signature(s) must be submitted via email to the ETB for their approval ahead of payments
- 5. In addition, funded organisations must prepare annual audited accounts and ensure that these are prepared in accordance with the relevant clauses in the SLAs with the relevant ETBs and with all relevant Government circulars, including the *DPER Circular 13/2014*.

Progress reports and audited accounts will be sent to the ETB before the end of June each year.

Unspent funds

1. If the funded organisation anticipates an underspend, the most senior person within the organisation must communicate this to the ETB. Payments will be adjusted in the third/fourth quarter.
2. At the end of each calendar year, all unspent funds must be returned to the ETB.

13.2 Audit and Verification Visits

As a funded organisation, it is expected that a range of monitoring/verification visits or audits will take place at any time or as scheduled over the course of the funding cycle.

These audit or verification visits are generally intended to confirm that the funding is being used for the intended purpose and to assess financial data collected by organisations as part of the UBU Your Place Your Space scheme. Unannounced visits are also possible to verify services are in place and available. It is possible that specific

issues may arise from these visits and the ETB is expected to inform the organisation of these issues and to work with them to seek a resolution. There are clauses in the SLA between a funded organisation and the relevant ETB which detail the various obligations of the funded organisations in relation to verification visits or audits.

These visits can be conducted on the funded organisation premises by:

- The relevant ETB or authorised representatives
- The DCEDIY or authorised representatives
- The Office of the Comptroller and Auditor General or authorised representatives

DPER circular 13/2014 applies here and it indicates that records are to be made available upon request and funded organisations should be made aware of this. If the project or funded organisation receives more than 50% of its funds from any State source then it is subject to checks or audits by the Comptroller and Auditor General (C&AG).

Funded organisations are to be made aware that they are required to co-operate with and respond to the findings from verification visits or audits.

Part Four: Performance, Oversight and Engagement Framework

14. Performance, Oversight and Engagement Framework



This section should be read in conjunction with the Funding/Finance section of this guide and chapter 9 of the policy and operating rules. Core to the success of performance and oversight is the engagement with the funded organisation at the planning and progress review meetings.

To support evidence informed practice at every level of the scheme, a range of tools and engagements have been developed to enhance the practice and delivery of the funded organisations within the UBU Your Place Your Space scheme. These tools are used to support and reflect on the work carried out by the funded organisations, they are also used to enhance the outcomes for young people within the scheme by reflecting and building on good practice. ETBs and funded organisations may need to engage more frequently in certain instances than outlined below, this may include responding to new needs that emerge in the community or if risks are identified based on reviews and/or evaluations of the youth service.

The following summary table outlines the performance and oversight tools and engagements that are used within the scheme and how they currently apply to the three scheme funding strands A, B and C. It is envisioned that further development of these tools will aid the success and development of the UBU Your Place Your Space scheme.

<i>Summary table outlining each Performance, Oversight and Engagement tools and how they currently apply to the three UBU Your Place Your Space scheme funding strands A, B and C.</i>			
	Strand A (Services for Young People)	Strand B (Access to Youth Facilities)	Strand C (Capacity Building)
Performance Oversight Tools			
Youth Service Logic Model	✓	✓	✓
Counting Rules Tool	✓	X	X
Performance Oversight Engagements			
Planning and Progress Review Meetings	✓	✓	✓
Unannounced Visits	✓	✓	✓
Governance and Service reviews	✓	✓	✓
<i>The frequency that tools must be populated by the funded organisation</i>			
Performance Oversight Tools	Timeline/ frequency of completion		
Youth Service Logic Model	Annually- updated as required to reflect any changes of the funded organisation		
Counting Rules Tool	Weekly		
<i>The frequency of engagements which may take place</i>			
Performance Oversight Engagements	Timeline/ frequency to be performed		
Unannounced visits	As deemed necessary by ETB		
Governance and Service reviews (Optional)	As deemed necessary by ETB		

Planning and Progress Review meeting	At least three times a year (recommended)
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14.1 An overview of the Performance & Oversight tools and engagements

15.1.1 Youth Service Logic Model

The Youth Service Logic Model provides a visual overview of the main purpose(s) and intention of the funded organisation based on the Service Requirement(s) for a period of at least one year. It is expected that each funded organisation will provide one logic model that reflects each service requirement / application form. Funded organisations and ETBs must use the DCEDIY approved logic model template when developing the logic model. If deemed necessary by the funded organisation and agreed by the ETB, additional logic models may be developed.

When developing and maintaining the Youth Service Logic Model, the funded organisation should:

1. Download the Logic Model template
2. The ETB will advise the funded organisation on the development of the Logic Model
3. The Logic Model will be signed off by ETB once complete.

15.1.2 Counting Rules Tool

Note: To be completed by Strand A funded organisations only. This tool is going to be trialed across the ETBs prior to and during Cycle 2 of UBU.

The Counting Rules Tool and report will form part of the Planning and Progress Review meetings and will provide an outline of the approaches and methodologies adopted by the funded organisation to meet the needs of young people as per the Service

Requirement. This tool records the types of interventions used, the number of hours delivered to young people and the number of young people engaged.

The funded organisation should:

1. Download the counting rules tool template
2. On a weekly basis populate the relevant information into the template

The DCEDIY will provide a guidance note on how to use the counting rules tool.

Further consideration will be given to developing a similar tool or equivalent for use with strands B and C.

15.1.3 Planning and Progress Review Meeting

The planning and progress review process is a collaborative effort between the ETB and the funded organisation. The purpose of these meetings are to reflect and build on the work being carried out.

These meetings should happen at least three times per funding year between ETBs and the funded organisation. The frequency of these meetings may increase if there is any concern that the ETB has developed based on professional judgement and an evaluation of relevant risks to and progress of the funded organisation.

The DCEDIY will provide a guidance note and template for planning and progress review meetings.

15.1.4 Unannounced Visits

Unannounced visits may be carried out by an ETB. The unannounced visits serve to ensure that:

- Youth service sites are open during the times reflected in their timetable
- Any service which was planned to be provided outside of the youth service building(s) as stated in the application form or as agreed otherwise with the ETB, e.g. outreach, street work or detached work, is occurring

Once the ETB carries out the unannounced visit, a copy of the findings will be shared with funded organisations to file.

15.1.5 Governance and Service reviews

A full governance and service review may be carried out to allow ETBs to engage with funded organisations with a focus on impact, benefits and outcomes for young people achieved through participation with the funded organisation. Service reviews may occur at the discretion of each ETB. Funded organisations are expected to co-operate with the review.

The mechanism of how a common governance and service review will be carried out in the scheme (and by whom) will be worked through with the relevant stakeholders as a component of the UBU Your Place Your Space scheme implementation plan.

15.1.6 Outcomes measurement tool(s)

An outcomes measurement tool has not been prescribed by the DCEDIY in the first cycle of the UBU Your Place Your Space scheme. Using the continuous improvement model and learnings from the first funding cycle it is anticipated that an outcome measurement tool will be recommended at a later stage.

In the interim, DCEDIY encourage funded organisations to continue to collect outcome data using any existing tools.

14.2 Quarterly reporting- Funded Organisations to ETB

Funded organisations are required to report on a quarterly basis to the ETB. On a quarterly basis the organisation needs to provide the ETB with:

- Progress on the action plan (*Action plans are for Amber status funded organisations*)

- Work Plan and report (part of the planning and progress review template – this will be provided by the DCEDIY)
- Finance and monitoring report (Financial template & signed drawdown forms)
- An updated Logic Model (if applicable)
- Counting Rules Tool output

Outputs listed will also form discussions at the Planning and Progress Review meetings.

15. Progress Reports & Renewals

15.1 Reporting of Progress

All UBU Your Place Your Space funded organisations are required to accurately complete an annual and end of cycle progress report template provided by DCEDIY via the ETBs.

The progress reporting template will request the funded organisation to report on the services delivered in the previous funding period. The report should reference the application form, service requirements and any adjustments agreed by the ETB with the funded organisation during the year.

This template also requires a summary of the year to date overview from the counting rules tool, to identify any emerging needs or key youth service achievements in that period and their spend to date per their UBU Your Place Your Space fund allocation.

Progress reports and audited accounts will be sent to the ETB before the end of June each year.

15.2 Renewals

The approval for funding is made in principle for a three year period. This approval is subject to resources available to DCEDIY in a given year. As a result of how government funding is provided each year, all UBU Your Place Your Space funded organisations must apply annually using the DCEDIY approved renewal form. The renewal application form is provided by DCEDIY for issue to the funded organisations. ETBs will review the submitted renewal forms, taking into account the information provided for planning and review during the year.

16. Branding

The outward-facing brand name is “UBU Your Place Your Space”. This brand will represent the mission, vision and values of the scheme and promote awareness of its purpose.

In order to develop credibility and awareness of the fund, all stakeholders must communicate the purpose behind the brand consistently over time. All communications in relation to the scheme should be:

1. Be clear, timely and consistent;
2. Be accessible to all audiences; and
3. Meet the identified needs of stakeholders.

16.1 Branding Rules

The usage guidelines for the logo outlined in the brand guidelines must be adhered to at all times; more detail on the brand guidelines is available on the UBU Your Place Your Space scheme website www.UBU.gov.ie

Funded organisations must use the official logos of UBU Your Place Your Space, the National Lottery, DCEDIY and the relevant Education and Training Board (ETB) in all communication and information materials and activities. These logos are available

from DCEDIY and the relevant ETB. Funded organisations can also use their organisational logo and that of any partner organisations.

All branding must be in line with guidance from DCEDIY.

17. Information and data security measures

All data collected as part of the application and monitoring processes that is retained by the ETB must conform to data protection requirements under the Data Protection Act 2018 and in line with General Data Protection Regulation (GDPR) requirements. Applicants and funded organisations are to be made aware of the intended purpose of data collated under UBU Your Place Your Space, including but not limited to review, evaluation, monitoring, analysis and statistical purposes.

To be in compliance with GDPR, ETBs must work to ensure the following;

- ✓ Manage information and data security with reasonable efforts to restrict unauthorised access in accordance with relevant legislation.
- ✓ Ensure that its personnel are fully aware of the risks associated with information and data security issues in compliance with relevant legislation.
- ✓ All data forms e.g. application forms, should be drafted and processed in accordance with relevant legislation
- ✓ Maintain appropriate boundaries around the access of data in independent organisations

Appendix A. Application Guidance Notes

Note to the applicant:

Please complete the UBU Your Place Your Space scheme application form using your Service Requirement.

An organisation seeking funding should work with their ETB to complete the UBU Your Place Your Space scheme application for funding. It is important that, where required, an action plan(s) is developed by the application organisation in consultation with the ETB and that both parties are in agreement regarding the finalised action plan(s). The following guidance notes are being provide to assist in this process and outline what is expected for each section of the application form.

INCOMPLETE FORMS WILL NOT BE ACCEPTED

ELIGIBILITY CRITERIA: The applicant organisation must be in a position to tick 'Yes' to all of the Eligibility Criteria questions by the date of the submission of the application to the ETB, unless otherwise stated.

ASSESSMENT CRITERIA: This section should be revisited by the applicant organisation after fully completing the rest of the application form.

For any one or more of the criteria where the applicant selects 'No', the applicant should use the Action Plan template in the corresponding section. The Action Plan should demonstrate how the organisation intends to address each outstanding issue and indicate the person responsible and a clear timeframe in which the action will be fully completed. Compliance with the full rules of the scheme must be achieved by 28th June 2024.

The ETB will review the Action Plan for each applicable assessment criteria ensuring that the action and timeframe are reasonable. For an applicant organisation to be recommended for funding, the Action Plan must be agreed between ETB and the applicant ahead of a recommendation being made to the DCEDIY.

In assessing the application form the ETB may deem it necessary for the applicant to prepare an Action Plan for one or more of the criteria. This will be communicated to the applicant and guidance will be provided by the ETB.

SECTION 1. APPLICANT DETAILS – Complete this section with relevant information.

1.1 Lead Applicant - Enter the details of the lead applicant.

1.2 Partner Applicant – If applicable enter the details of the partner applicant.

Partnership - The entity, which works with the applicant organisation to deliver the proposed service offer to young people.

1.3 The lead applicant and partner applicant(s) must have a Memorandum of Understanding or contractual agreement in place. See Policy Document for more details on the requirements of the contract. Tick yes or no as appropriate.

1.4 Provide details to distinguish between the role of the lead applicant and that of the partner applicant(s).

1.5 Provide details that demonstrate the experience of the partner applicant to assist in delivering services to the young people in the target groups identified in the service requirement(s).

1.6 Provide information on **all of the youth service locations (not just the head office location for the funded organization)** where youth services will be provided by the applicant as well as contact information for display on the DCEDIY websites / Maps. This information will be displayed on UBU Your Place Your Space website and will be accessed by young people who may wish to avail of your services. It should be written in a way that's appropriate for your target audience.

SECTION 2. RESPONSE TO SERVICE REQUIREMENT

The applicant should complete this section using their Service Requirement after reviewing section 6.7 of the UBU Your Place Your Space Policy and Operating Rules.

Note: Where an applicant organisation is not fully compliant with the assessment criteria at the time of application, they must submit an Action Plan to demonstrate how they intend to address the highlighted issues within a specified timeframe. The Action Plan(s) must be signed by the applicant organisation and will be reviewed by the ETB to ensure it is appropriate and adequate.

2.1 Based on the descriptions provided in Chapter 6 of the Policy and Operating Rules document, each organisation should indicate which strands of funding they are applying for.

Note: In most cases the Service Requirement indicates the entire budget for the organisation within a specific geographical area or theme, inclusive of all strands for 2023. This may be discussed with the ETB.

2.2 Services for young people (Strand A): Using the table which is made up of a combination of drop down and free text boxes, demonstrate how your organisation proposes to respond to the Service Requirement. The following information is required in each section:

Location(s): We recognise that services to young people may be provided in more than one location, along with detached services. All locations where the service

provision is delivered to the target group should be listed in the Location box. Note: For detached services, it is only necessary to list the general location(s).

Which target group(s) as per your service requirement: Each target group listed in the Service Requirement must be addressed in a separate column using the drop down menu. These should be taken in order from the 'Target group(s) and key issues affecting them' section of the Service Requirement.

Ages: An age group must be selected for each target group as provided in the Service Requirement (either the 'Target group(s) and key issues affecting them' or 'Type and amount of services required for young people'). Note: If the age range is 10-18 years then select two options from the drop down menu, the *10-14 years* and *15-19 years* options.

If an age range has not been specified in the Service Requirement, then indicative age ranges should be selected based on the organisation's own experience. This should be discussed with the ETB.

Proposed time of day: An indicative time of day must be selected for each target group as provided in the Service Requirement (usually in the 'Type and amount of services required for young people'). Note: If the indicative time of day is 5-8 pm then select two options from the drop down menu, the *5-7 pm* and *7-9 pm* options.

If it is common that this target group may engage in residentials, please indicate in the drop down menu.

Issue/need to be addressed: Each target group listed in the Service Requirement may have one or more issue/need outlined. The issue/need should be listed in the appropriate text box, with the key identified issue/need listed first.

Proposed no. of young people to be engaged over period of application: Based on the numbers indicated in the Service Requirement (either the 'Target group(s) and key issues affecting them' or 'Type and amount of services required for young people'), please provide indicative numbers of young people in this target group the organisation expects to work with over the period of the application (12 months). This may be discussed with the ETB.

Proposed average no. of young people per week: Based on the numbers indicated in the Service Requirement (either the 'Target group(s) and key issues affecting them' or 'Type and amount of services required for young people'), please provide indicative numbers of how many young people in this target group the organisation expects to work with on an average week. This may be discussed with the ETB.

Proposed average no. of direct contact hours per week: Based on the information provided in the various boxes above, please indicate how many hours of service the

organisation expects to deliver to this target group on an average week. This may be discussed with the ETB.

Note: We recognise that different provision types are required for different young people and that it is difficult at this stage to estimate an exact amount of service provision hours.

What provision type will you use to address these issues/needs: Each provision type to be used with the target group should be selected from the drop down menu. There are nine provision types in total and multiple options may be selected.

Outcome area(s): Based on the outcome areas listed in the Service Requirement (in the 'Relevance to the goals and objectives of the Targeted Youth Funding Scheme' section), please select the relevant outcome area(s) from the drop down menu. There are seven outcome areas and multiple options may be selected.

Identify the post and number of UBU Your Place...delivering these programs: Indicate the individual roles and numbers of the worker(s) funded through UBU Your Place Your Space.

Note: If the role is only partially funded through UBU Your Place Your Space, then the Whole Time Equivalency should be reflected here. **e.g. .5 WTE**

Identify the type and number of additional...supporting the delivery of these programmes: Indicate the role and number of support workers involved in the direct delivery of the UBU Your Place Your Space scheme. **e.g.** 4 adult volunteers, 3 CE workers, 2 student placements, bus driver

Note: It is not expected that other staff associated with the running of the premises or otherwise should be included here. **e.g.** porter, cleaner, maintenance

The ETB may request additional details to support your application, e.g. clarifications on information submitted or supporting evidence if necessary.

2.3 Access to facilities (Strand B):

THIS IS TO BE COMPLETED BY ORGANISATIONS APPLYING FOR STRAND B FUNDING ONLY.

If the applicant organisation previously received funding under Young People's Facilities and Services Fund 1 and/or 2 for premises, they may be eligible to apply for Strand B funding (see Chapter 6 of the Policy and Operating Rules document). However only organisations applying for **Strand B only** funding are expected to complete this template. Provide the location of the premises funded and include the Eircode for each facility.

Complete the table to demonstrate that the facilities to be funded provide access to the target groups identified in the Service Requirement.

Name of organisation accessing facilities for youth purposes: Include the name of each organisation (providing youth services to the target groups from the Service Requirement) which has access to the premises.

Is this org in receipt of UBU Your Place Your Space funding?: Is the organisation listed in column one in receipt of targeted youth funding? Select yes or no.

Target group per your service requirement: Each target group listed in the Service Requirement must be addressed in a separate row using the drop down menu. These should be taken in order from the 'Target group(s) and key issues affecting them' section of the Service Requirement.

Is office space provided?: Does the premises provide office space to the organisation listed in column one? Select yes or no.

Is activity space provided?: Does the premises provide activity space to the organisation listed in column one? Select yes or no.

Is there a charge to the youth organisation for this space?: Is the organisation listed in column one charged for accessing the office or activity space? Select yes or no. If you select yes, income generated from these organisations should be listed in the finance section (section 4.6) of the form.

List activity space provided: Indicate what space is provided for activities e.g. hall, kitchen, pitch, computer room etc.

2.4 Capacity building (Strand C): If the applicant organisation previously received funding) for capacity building type work with young people, they may be eligible for funding under Strand C (see Chapter 6 of the Policy and Operating Rules document).

Complete the table to demonstrate how your organisation proposes to respond to the Service Requirement with specific reference to capacity building support for the target groups listed.

Name of the youth organisation or the section of your own organisation supported: Include the name of each organisation or section of an organisation that your organisation is supporting, provided training and capacity building to, or working collaboratively with.

Is this org in receipt of UBU Your Place Your Space funding?: Is the organisation listed in column one in receipt of targeted youth funding? Select yes or no.

Target group per your service requirement: Each target group listed in the Service Requirement must be addressed in a separate row using the drop down menu. These should be taken in order from the 'Target group(s) and key issues affecting them' section of the Service Requirement.

Type of support: There are three types of eligible support options to choose from in the drop down menu. Please select the appropriate option. If an option does not exist, then you may not be eligible to apply under Strand C. This should be discussed with the ETB.

2.5 Applicable to all three strands of funding – THIS MUST BE COMPLETED BY ALL APPLICANTS

Outline how you will address the issues affecting, and the factors to consider for the target group as outlined in the service requirement.

SECTION 3: SERVICE OFFER APPROACH

3.1 Provide a Statement of Practice, ensure that the Statement of Practice is in line with the UBU Your Place Your Space scheme goals and objectives and is cognisant of the target groups outlined in the Service Requirement. This is an opportunity to provide information in relation to how your organisation operates. **If your organisation is working in a manner that is not captured in previous sections, it may be outlined here e.g. working with, through or supporting Adult Volunteers who work directly with the target group** (Maximum of 500 words)

3.2 Outline the quality systems and practices that you as an applicant organisation will use to ensure quality work under the UBU Your Place Your Space scheme. (Maximum of 250 words).

3.3 Demonstrate linkages to agencies or local community organisations. List the entities that the applicant organisation engages with and select how they work with them using the drop down menus provided. Refer to Section 6.8 of the Policy and Operating Rules document for more information on the three drop down options.

Collaborative Work - Situations where, for the benefit of young people, funded organisations pool skills, experience and/or resources for the joint delivery of young people-centred youth services.

Referral Pathway - The process of guiding a young person to an appropriate specialist or agency for defined support. A funded organisation can receive a referral from another agency for their specific area of expertise and/or support.

Interagency collaboration – The process of young people, agencies and/or community/voluntary organisations joining together for inter-dependent problem-solving that focuses on improving outcomes for young people.(refer to the policy document for more detail)

3.4 If you are in receipt of funding from other sources for working with similar cohorts of young people, please outline how your service offer is distinct from these, and the added value this service brings to young people. (Maximum of 200 words)

3.5 Outline describe how young people will a) be involved in the design, delivery and evaluation of services and b) will have a voice and influence decisions throughout the organisation. (Maximum of 250 words)

3.6 Outline what systems and practices are in place to ensure equality and inclusiveness in your proposed UBU Your Place Your Space scheme youth service. (Maximum of 250 words)

3.7 Indicate if the applicant organisation has any local advisory structures in place. If yes, indicate how many times per year the local advisory group meets.

3.8 Indicate if young people (under 24 years) are represented on either the applicant's board or on the local advisory structure.

SECTION 4. FINANCIAL INFORMATION

4.1 Provide CRO information, Tax Reference Number, and Charity Registration Number (if applicable).

4.2 In column one provide the title of post for each worker funded under the UBU Your Place Your Space scheme. **DO NOT INCLUDE THE NAMES OF INDIVIDUAL STAFF MEMBERS.** In column two indicate the number of hours per week assigned to each post. In column three indicate the title of the highest most appropriate qualification for the post. In column four indicate whether the organisation uses a payscale by selecting yes or no. If you select yes, you must include a copy in the application submission to the ETB.

In the box below include the total number of whole time equivalent posts for the organisation employed through monies from **all funders**. Separately provide the number of whole time equivalent posts funded through the UBU Your Place Your Space scheme. Indicate the total number of adult volunteers, CE staff and students in the organisation along with their average weekly hours.

4.3 Budget

State the UBU funding received in 2023.

Indicate which strands the applicant organisation is applying for (this should follow what was indicated in section 2.1 above).

4.4 Services for young people (Strand A) and/or Capacity building (Strand C) Costs

Applicant organisations applying for Strand A and/or Strand C should complete this budget section. If the applicant organisation is applying for Strand B only, they should complete the budget in **Section 4.6** below. Strand A and C have the same direct/indirect cost rules.

Prior to completing this table, take the time to read Chapter 7 of the Policy and Operating Rules. Take particular note of the direct/indirect cost rules set out for each of the strands in Section 7.2.

Note: The Department recognises that some organisations may not meet the direct/indirect cost rules in the first instance and may need to agree an Action Plan with the ETB. This presents challenges for the applicant organisation in determining its 2024 direct/indirect cost breakdown. Where possible, it is advisable to try and develop an action plan which will ensure that the organisation meets the direct/indirect cost rule by June of 2024 (in agreement with the ETB) and that the 2024 breakdown should be in compliance with the rule.

Complete the table, enter the total amounts for each area projected for January - December 2024.

Column four, the 'Rationale for Costs' column, must be completed by all applicants for all rows.

4.5 Enter the breakdown by percentage and total amount under both direct and indirect cost for 2023 and 2024.

4.6 Access to facilities (Strand B) Costs

If section 2.3 has been completed, the estimated income to be earned from organisations listed in that section should be included here.

Prior to completing this table, take the time to read Chapter 7 of the Policy and Operating Rules. Take particular note of the Strand B financial rules set out in Section 7.2. Note that all spending under Strand B must be direct costs. **For each row completed in the table, an apportionment rationale must be provided in column four.**

SECTION 5 GOVERNANCE ARRANGEMENTS

5.1 If the applicant organisation is a company limited by guarantee indicate the date of the last company returns.

5.2 Indicate whether the applicant organisation has a Board in place and specify how many times per year it meets.

5.3 Provide an organigram for your organisation highlighting all posts, contractors or shared services that are fully or partly funded through the UBU Your Place Your Space scheme. This should be submitted with the final application.

DO NOT INCLUDE THE NAMES OF INDIVIDUAL STAFF MEMBERS

5.4 Indicate if the board has any strategies to deal with financial and operational risks by selecting yes or no

5.5 Indicate whether your organisation has clearly defined structures in relation to the respective roles of the board and senior management by selecting yes or no.

Appendix B. Appeals Process

Appeals Process

Circumstances in which an appeal can be made

An applicant organisation seeking funding can appeal the outcome of their application for scheme funding where they have been assigned a Red RAG status. For the purposes of this document the organisation requesting an appeal will be referred to as the appellant.

Grounds for Appeal

The grounds for appeal are:

1. The applicant organisation believe that a scheme rule was applied incorrectly
2. The applicant organisation can provide additional information or evidence that was not available at the time of application

Timeline & Process for issuing and appeal

Where an applicant was deemed **to have received a Red RAG status**, an appeal may be lodged by the applicant within 2 weeks (10 working days) of notification by the ETB. If the applicant organisation is awaiting further documents to support the appeal, they must indicate that they intend to submit some further supporting evidence as soon as it is available and indicate the nature of such evidence to be submitted.

Only **one appeal per application** is allowable and it **must be submitted by the lead applicant**. Appeals submitted to the ETB after the appeal date will not be considered. Appeals must be completed and submitted to the relevant ETB using the form provided below (may also be downloaded from the UBU website). The appeal should be lodged directly to the ETB. The precise reason(s) for the appeal should be stated on the form and all relevant information and/or evidence should be submitted.

Any applicant wishing to withdraw an appeal may do so by sending a notice in writing to the ETB who will process the withdrawal.

Process followed by the ETB & the DCEDIY

The process for the review of the appeal will involve;

1. The ETB will arrange for the review of the appeal and make a recommendation on the appeal to DCEDIY.
2. The DCEDIY will arrange for a review of the documentation provided with the appeal and notify the ETB of the final decision.
3. The ETB will communicate the outcome of the appeal to the organisation and this decision is final.

The review of the appeal entails the full examination of all relevant data by the ETB and by the DCEDIY prior to final decision.

In carrying out the appeal review, the ETB and DCEDIY may:

- Seek additional information or documentary evidence from the appealing organisation; and
- Gather and review any available material relating to the application

No further appeals may be made.

Process following receipt of appeal

Once an appeal is submitted, the ETB will acknowledge receipt of the appeal.

The appeal process will be a full reconsideration of the matter. It is not confined to the grounds which were considered by the ETB in the original application review.

The ETB may also set a specific timeline for the receipt of information that was not submitted with the appellant's appeal (where incomplete documentation was signalled when the appeal was submitted) which must be adhered to. The ETB may proceed to make a recommendation on the appeal where information has not been received within the period specified. In accordance with fair procedures, any information provided by the appellant will be sent by the ETB to the DCEDIY along with the recommendation.

It is important that the grounds of the appeal are set out in full by the appellant. DCEDIY will review the appeal and reach a decision.

The DCEDIY will send a copy of the relevant decision in writing to the ETB. The ETB shall notify the appellant in writing or by electronic means.

The decision of the DCEDIY is final and conclusive.

Appeals Form (for applicant Organisation)

Applicant Organisation: _____

Unique ID code identifier: _____

GROUNDS FOR APPEAL

We the applicant organisation request an appeal on the following grounds:

1. A UBU Your Place Your Space scheme rule was applied incorrectly

Please provide any additional details (or documents) to support your appeal.

2. We can provide additional information that was not available at the time of application

