

Department of Education Community Relations Core Funding Scheme 2007-2010

GUIDE FOR APPLICANTS

It is essential that you read this guide before completing the Application Form.

Due to the zero-based spending review being applied to all budgets in the 2008/09 financial year and beyond, the Department can only guarantee funding for 2007/08. Funding for years 2 and 3 will be provisional until the outcome of the review is known.

All relevant information should where possible be contained within the spaces provided in the body of the Application Form, or where necessary, carried on to a clearly marked continuation sheet. However, we would ask that you limit this to no more than 150 words.

The Department has appointed an Advisory Panel who will be responsible for assessing how your project meets with the Scheme's objectives in the application form, and whether the project provides value for money.

Due to the limited budget some applicants that meet the eligible criteria may not be successful in securing funding. Also, applicants who are successful may not receive the full amount applied for in their application.

Please note that the numbering in this guide refers to the question numbers in the application form.

Section 2 – Details of Organisations

Q6. If the project has not commenced by 30 September 2007, the Department's letter of offer may be withdrawn.

Section 3 – Project Details

Q.15. Applicants should provide details of the research, quantitative and/or qualitative, they carried out in identifying the need for their project e.g. how many schools, youth groups, and parents did you consult about the local communities needs and how did you consult them.

Q.16. Applicants must state who/what organisations were involved in the development of this project, e.g. the target audience, teachers, education and library boards.

Q.18. Please state if the project is aimed at school children, youth units, teachers etc.

Q21. Applicants should demonstrate how the proposed project will progress community relations learning for participants, stating the different levels of progression attained throughout the duration of the programme.

Q23. Applicants who intend to deliver programmes must provide an example programme for each audience they intend to work with e.g. teachers, schools and youth. This will enable the Department to see the quality of proposed programmes.

Section 4 - Core Objectives

Q24a. Applicants should demonstrate how they have developed programmes to improve community relations, on a cross-community basis, taking into account the needs of schools, youth units and local communities.

Q24b. Applicants should demonstrate the expected impact of their project on those taking part e.g. participants should demonstrate that they have a better understanding of community relations issues addressed in the programme.

Q24c. Applicants should demonstrate what methodologies they will use to measure the impact e.g. will you obtain this information through evaluation forms, questionnaires, follow-up meetings.

Q25a. Applicants should demonstrate how their programmes provide opportunities for children and young people to consider and overcome past barriers and divisions, create new relationships and networks with others from a different background, culture or tradition. This could include social, racial, cultural, religious issues and their implications for community relations, on a cross-community basis.

Q26a. Applicants should demonstrate how they will skill share with teachers and other practitioners to increase their confidence to deliver community relations programmes e.g. do you provide training, resources or information packs.

Q27a. Applicants should state how they will encourage teachers, youth leaders and other practitioners to co-facilitate the delivery of community relations programmes. Also please state how these programmes will increase their confidence and capacity in the delivery of community relations programmes, i.e., how they will apply their experience and learning to their own environment and address any community relations issues raised.

Q28a. Applicants should demonstrate how they will provide opportunities for children and young people to develop the knowledge, skills and confidence to consciously engage with young people from differing culture and traditions.

Section 5 – Community Relations Training

This section is to provide the Department with an indication of what level of training/qualifications/experience currently exists in your organisation and/or what additional training is required. It is desirable that facilitators should have the necessary skills and experience to deliver community relations. Ideally all facilitators should have recognised qualifications but it is appreciated that many have years of experience in delivering community relations programmes.

Section 6 – Target Audience

Q37. The Department along with the five Education and Library Boards Community Relations Officers has produced a progression document entitled "A Guide for Effective Practice". The document contains details of "age appropriate" programmes for all the different strands under the curriculum. This document can be accessed on the CRENI website at www.creni.org and can be used as a guide to which strand your project is aimed at.

Q42. The Department along with the five Education and Library Boards has produced a guide for the Youth Service Community Relations Support Scheme (YSCRSS). This document provides details of all the different levels under YSCRSS. It can be accessed on www.creni.org - Inter Board Youth Service Community Relations.

Q.43. To ensure that the appropriate programme is being provided i.e. age and programme content, it is vital that organisations are aware if schools or youth units have previously or are currently involved in the Schools Community Relations Programme or the Youth Service Community Relations Support Scheme and at what level.

Q44. Applicants should include details on information packs, discussions with teachers/youth leaders on programme content, previous community relations experience and their objectives for taking part in the programme.

Q45. Applicants should include details of training, resources and information packs.

Q 47. Applicants should state the number of participants they expect to take part in their programmes in the funding period. The Department will use this information for monitoring purposes and for setting objectives.

Q48. Applicants should state the number of workshops/programmes/activities they intend to deliver and include, were possible, proposed dates and location.

Section 7 – Financial Information

In the event that Government makes any changes to financial requirements during this period of funding, e.g. Positives Steps, these will be considered and, if appropriate, will be applied to this Core Funding Scheme.

Q50. If a post attracts funding from another source, please indicate the percentage and the amount, and reflect this in the calculation for salaries for Q57.

Q51b. Successful applicants will be required to provide the Department with copies of the “contract of employment” for all core-funded staff.

Q52. Where payment in respect of salaries is required, you must provide the breakdown in the fields provided. Financial assistance will be paid towards the gross salary (i.e. the gross basic salary plus employer’s National Insurance Contribution (NIC) and the employer’s pension, if applicable). The Department will not pay financial assistance towards overtime or any other allowance.

Q53. The Department will consider paying running costs towards electricity, stationery, telephone, rent/rates, insurance (public liability and building), the yearly production of accounts and the running costs of the premises in which the core-funded posts are based but reserves the right to select the categories of running costs it considers appropriate.

Q54. Where funding has been allocated the Department requires organisations to complete grant verification forms for salaries, running costs and travel before any payments are made. These verification forms have to be accompanied with vouched original documentation.

Q57. Organisations must declare if they are receiving funding for this project from another organisation or funding body. If your organisation is successful in securing funding under this Scheme you will be required to submit details of all other funders and copies of all Letters of Offer.

Section 8 – New Targeting Social Needs (New TSN)

In line with the Government strategy “New Targeting Social Need” (New TSN), applications designed to encourage the involvement of a significant proportion of disadvantaged young people, in community relations programmes will be particularly welcome.

Applicants will be required to establish a baseline for the monitoring of “New Targeting Social Need”.

If you require any clarification or need further information please contact Mrs Kym Cairns, Tel: (028) 91279747 or Mr Ian McFetridge, Tel: (028) 91279336.