



**EU Programme
for Peace and Reconciliation**

PEACE II EXTENSION SCORING FRAMEWORK

Youth Education Social Inclusion Partnership
YESIP

An Intermediary Funding Body as part of
the EU Programme for Peace and Reconciliation

Measure 2.2 “Developing Children and Young People”



**Southern Education and Library Board
(IFB - Lead Organisation)**
Belfast Education & Library Board
Council for Catholic Maintained Schools.
North Eastern Education & Library Board
Northern Ireland Youth Forum
Western Education & Library Board



**YouthNet
(Sectoral Partner - Youth)**
Comhairle na Gaelscolaíochta.
Governing Bodies Association
Northern Ireland Council for Integrated Education
South Eastern Education & Library Board
Youth Council for Northern Ireland

**SCORING FRAMEWORK FOR PROJECTS APPLYING TO
MEASURE 2.2 - DEVELOPING CHILDREN & YOUNG PEOPLE
PEACE II EXTENSION**

The Selection Process

All applications to the Peace II Extension programme will be scored using the new project selection criteria, issued by SEUPB in May 2005 as Guidance Note G6 (see web site for copy). This scoring framework follows on from Guidance Note G6 and sets out both the process and the marking system that will be used in applications specific to Measure 2.2 under the Peace II Extension programme.

Eligibility Criteria

Projects will be eligible for consideration if they:

- Meet the PEACE II Distinctiveness and Reconciliation Criteria which uniquely distinguish this Programme;
- Do not have a negative environmental impact;
- Are additional to your existing core activity or mainstream programmes (activity which is or should be, funded by Government).

Scoring Criteria

To be considered for Peace II funding a project must:

- i. **Achieve a minimum of 13 Peace distinctiveness points.** A maximum of 20 points is available. *(20% of the total points)*
- ii. **Achieve at least 13 reconciliation points.** A maximum of 20 points is available. *(20% of the total points)*
- iii. **There is no minimum score under Horizontal Principles.** A maximum of 5 points is available for each of the 2 Principles *(10% of the total points)*
- iv. **There is also no minimum score minimum under the Measure Specific Criteria.** A maximum of 50 points is available. *(50% of the total points)*

Summary of Scoring

Element	Weighting
Distinctiveness	20%
Reconciliation	20%
Horizontal Principles	10%
Measure Specific Criteria	50%

Normally only those projects which achieve an overall score of 65 points will be considered eligible for funding.

Second Stage Selection Process - competition between eligible projects for funding

In the event of the value of the applications received being greater than the funds available, applications will be prioritised on the basis of:

- Total application score;
- Realistic achievability of the proposed outcomes;
- Capacity of the organisation to deliver the proposed project*;
- Project 'fit' with Measure 2.2;
- Degree of TSN and equality of opportunity;
- Value for money / cost analysis.

To help maximise the availability of funding to all applicants, the Selection Panel is likely to grant no more than £80,000 per project in this Final Call. Project applications which provide better value for money will score higher in the competition for funds if two or more bids receive the same score and only one can be funded.

*external bodies including funders may be contacted to request an assessment of your capacity.

Measure 2.2 - Specific Criteria

The following tables set out the range and scope of information required to achieve a particular score against the Measure Specific Criteria. The maximum score available under the Measure Specific Criteria is **50** points. **The Measure Specific Criteria is scored against questions in a number of Sections: Questions 2 and 3, 11 to 13 and finally Question 21. Scorers will mark the overall application from the answers given in each of these Sections.**

SECTION 1 - PROJECT DETAILS

(Q.1) Tell us what your project is about – what is it you want to do? (Max 500 words)

Although not a scored question, the information you give here will help YESIP in taking an overview of the project and will be taken into consideration as part of the selection process.

(Q.2) Explain the need for the project and how the need was established (Max 1000 words)

Selection Criteria	Score
No evidence provided	0
Limited evidence of need provided i.e. statements of need not attributable to any independent or locally generated source.	1
Clear description of the barriers <u>faced by the specific target beneficiaries</u> , the blockages to the specific target group's development / educational attainment and factors contributing to the further exclusion and marginalisation of the target beneficiaries; including clear reference to relevant research and consultation carried out which supports the details provided (which can be confirmed later as part of the assessment process).	3
As above plus , a full and explicit description of how it is known that the project proposal is an appropriate response to the identified need.	5
This score will be weighted (multiplied) by 2	

(Q.3) What are the specific aim and objectives of your Project? (Max 1000 words)

Selection Criteria	Score
Unclear as to what will have been achieved - and how – by the end of the project. No reference to peace & reconciliation.	0
Adequate claims as to what will have been achieved but vague on how this will be done.	1
A clear aim(s) setting out what the project will have achieved by the end of the period of funding with some detail on the steps taken to achieve this, including peace and reconciliation.	3
Detailed project objectives describing how the overall aim(s) of the project will be achieved – including full details on the numbers to be engaged, who or what will change, in what way, by how much and by when. With full and consistent objectives pertaining to conscious & overt peace & reconciliation activities and outcomes.	5
This score will be weighted (multiplied) by 2	

(Q.4) How does your project fit with Measure 2.2? (Max 500 words)

Although not a scored question, the information you give here will help YESIP in taking an overview of the project and will be taken into consideration particularly as part of the Second Stage of the selection process outlined on page 3 of this document

(Q.5a &b) What are the outputs of your Project? (Max 300 words each)

Although not scored questions, the information you give here will help YESIP in taking an overview of the project and will be taken into consideration particularly as part of the Second Stage of the selection process outlined on page 3 of this document

SECTION 2 - PEACE AND RECONCILIATION

PART 1: DISTINCTIVENESS (Max 1500 words)

Distinctiveness - Step 1

YESIP will first establish if the application targets (A) an area; (B) a sector; (C) a community / group; or any combination of (A), (B) and (C). This will be done by entering “Yes” in the table below for all those categories considered to be targeted by the application, based on the information provided rather than the number of ticks entered in section 2 of the application form.

It is the responsibility of applicants to provide sufficient and relevant information to enable YESIP to assess and score an application. Applicants should not take for granted that scorers have prior knowledge of either the organisation, its work or the area, sector or group it proposes to target through this project.

Selection Criteria		Category Targeted
Category	Addressing the legacy of the conflict and / or taking the opportunities arising from peace	Enter YES or NO
A	By targeting / benefiting an area(s) showing the effects of conflict and / or community polarisation as a result of the conflict or where there are opportunities to build on peace and promote a stable and normal society	
B	By targeting / benefiting a sector(s) adversely affected by conflict and division or experiencing structural adjustment or new opportunities for growth and development as a result of peace	
C	By targeting / benefiting a community(ies) / group(s) Economically or otherwise disadvantaged by the conflict or who have a wider range of development opportunities as a result of peace	
Project can proceed to be scored		

Category (A) Areas
Disadvantaged area(s) experiencing or which have experienced relatively high levels of violence
Area(s) such as sectarian interfaces where inter-community conflict and dispute is high and community relations are correspondingly poor
Disadvantaged area(s) whose image and attractiveness as an investment location has been adversely affected by local violence or community tension
Area(s) suffering the effects of physical dereliction (including damaged infrastructure) as a consequence of the conflict
Area(s) isolated by border closures
Area(s) with high concentrations of displaced persons as a result of the Troubles
Area(s) where social and economic development has been inhibited by the conflict, illustrated by demographic and labour market patterns / structures, and low levels of income, skills and qualifications, and consequently display relatively high levels of multiple deprivation
Other area(s) e.g. rural, not included above but which are clearly relevant to the framework for the application of the Peace II programme (Provide details)
Category (B) Sectors
Tourism relating to actions to address the negative image of the region by appropriate marketing activities, facilitating the development of the tourism product and by complementary skills enhancement
Entrepreneurship including ICT and business services particularly in the context of those areas, groups / communities also targeted in the programme
The Arts and Sport particularly in the context of those areas, groups / communities also targeted in the programme
Other sector(s) not included above (Provide details)
Category (C) Groups / Communities
Victims of conflict, i.e. the surviving injured and/or disabled – either physically or psychologically – of violent, conflict-related incidents and those who care for or are related to them, along with close relatives who mourn their dead
Ex-prisoners and their families, i.e. qualifying prisoners who were or would have been released under the terms of the Good Friday Agreement
Displaced persons, i.e. those who have involuntarily moved from areas of violence or from interface areas, or communities in which there is a concentration of such displaced persons
Young people, women and older workers insofar as they have been prevented from fulfilling their potential in society or in the labour market
Former members of the security and ancillary services facing additional employability needs
Other groups / communities not included above but which are clearly relevant to the framework for the application of the Peace II Programme (Provide details)

Distinctiveness - Step 2

YESIP can award a score between 1 and 20 for the Distinctiveness criterion. The descriptors in the table below will be used to inform the score awarded.

A minimum of 13 points is required for an application to meet the eligibility threshold for the Distinctiveness criterion and to be further considered for funding under PEACE II.

The response in this section can be about more than peace & reconciliation activities. It could include details of the broader training, educational and personal development activities that the project will provide in order to address, minimise or overcome the impact of the conflict on the proposed project beneficiaries.

Q.6	Descriptor	Evidence Supporting the Score Awarded
1- 12	The project fails to meet the minimum requirements. Inadequate or insufficient targeting of areas/ groups and sectors.	Minimal, if any, description of the impact of the conflict on the specific target beneficiaries, and/or minimal information, if any, on how or in what ways the project will (i.e. future tense) address the legacy of the conflict and/or take opportunities arising from peace in order to minimise or overcome these.
13-14	The targeting of areas / groups and sectors is good, with the link to the programme objectives still clear.	Description of the impact of the conflict on the proposed beneficiaries provided but with limited information on how or in what ways the project will (i.e. future tense) address the legacy of the conflict and/or take opportunities arising from peace. Or limited detail provided on all of the target areas, sectors and/or groups ticked.
15-16	There is a significant level of targeting of areas / groups and sectors, but the links to programme objectives may be less strong than the descriptor below but nevertheless still very clear.	Clear and coherent information provided for all of the areas, sectors and/or groups ticked (i.e. clear description of the impact of the conflict on the proposed beneficiaries) as well as clear illustration of how or in what ways the project will (i.e. future tense) address the legacy of the conflict and/or take opportunities arising from peace in order to minimise or overcome these.
17+	There is an exceptional high level of targeting. The area / group / sector is the primary rationale for the project and there is an excellent link with the programme objectives	All of the previous section as well as clear references to appropriate documents that could be verified, if required, later in the application process. <u>And</u> consistent information provided throughout the application form, for example, target group is identified in the project description, aim, objectives, horizontal principles, monitoring, risks and outcomes, etc.
Score Awarded		

PART 2: RECONCILIATION (Max 1500 words)

YESIP Guidance on Reconciliation

In answering Question 7 on paving the way to reconciliation, it is not sufficient to say that your project is “cross community” or involves “single identity work”; statements such as these must be substantiated by a clear illustration of the range and type of activities that will take place over the life of the project. Where the reconciliation aspect of the project is considered by YESIP to be a ‘by-product’ or ‘hoped for’ outcome of a range of other project activities, there is a strong chance that the application will fail to meet the eligibility threshold for the Reconciliation criterion and therefore not be further considered for funding under PEACE II.

YESIP acknowledges the value of work that takes place within ‘single identity’ communities or settings. However, if such work is the basis of your reconciliation activities it is essential that you provide sufficient detail of the type and range of activities to be undertaken over the life of the project.

For YESIP cross community work is not just contact, it requires more than, *for example*, bringing beneficiaries from the two main traditions or religious groupings together in the hope or expectation that this in itself will bring about renewed understanding or bring about change. It is about creating new opportunities for young people to engage - **consciously and overtly** - in activities that foster co-operation, increase understanding and promote reconciliation. Again, for YESIP, the term “cross community” embraces more than Protestants and Catholics, it is about actively promoting (without prejudice to any other grouping) good relations between persons of different religious belief, political opinion or racial group.

Whether your work will take place in a single identity or cross community context (or both), it is essential that applicants provide details of the type and range of the activities to be undertaken over the life of the project and explain how they will contribute to building positive relationships and make a contribution to at least two other strands of the Peace II Reconciliation framework.

Reconciliation - Step 1

Reconciliation as defined by the PEACE II Programme has 5 interwoven and related strands. Further details of these strands are outlined on page 8.

To proceed for scoring under reconciliation, projects **must** address the first strand “Building Positive Relationships” and at least **two** of the other strands.

YESIP will first establish if the application will “pave the way to reconciliation”. This will be done by entering “Yes” in the table below for all those strands considered to be addressed in the application, based on the information provided rather than the number of ticks entered in Section 2 of the application form.

It is the responsibility of applicants to provide sufficient and relevant information to enable YESIP to assess and score an application. Applicants should not take for granted that the scorers have prior knowledge of either the organisation or its work in paving the way to reconciliation.

Selection Criteria		Strand Targeted
Strand	Projects will “pave the way to reconciliation”, by:	Enter YES or NO
1	Building positive relationships (Compulsory Strand -a project must target this category in order to proceed)	
2	Acknowledging and dealing with the past	
3	Developing a shared vision of an interdependent and fair society	
4	Cultural and attitudinal change	
5	Social, economic or political change	
Project can proceed to be scored		

Working Definition of Reconciliation

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Our working hypothesis is that reconciliation is a necessary process following conflict. However, we believe it is a **voluntary act** and **cannot be imposed** (IDEA, 2003). It involves five interwoven and related strands:

<p>Developing a shared vision of an interdependent and fair society The articulation of a common vision of an interdependent, just, equitable, open and diverse society. The development of a vision of a shared future requiring the involvement of the whole society, at all levels.</p>
<p>Acknowledging and dealing with the past Acknowledging the hurt, losses, truths and suffering of the past. Providing the mechanisms for justice, healing, restitution or reparation, and restoration (including apologies if necessary and steps aimed at redress). Individuals and institutions acknowledge their own role in the conflicts of the past, accepting and learning from it in a constructive way so as to guarantee non-repetition.</p>
<p>Building positive relationships (SEUPB compulsory strand) Relationship building or renewal following violent conflict addressing issues of trust, prejudice, intolerance in this process resulting in accepting commonalities and differences, and embracing and engaging with those who are different to us.</p>
<p>Significant cultural and attitudinal change Changes in how people relate to, and their attitudes towards, one another. The culture of suspicion, fear, mistrust and violence is broken down and opportunities and space opened up in which people can hear and be heard. A culture of respect for human rights and human difference is developed creating a context where each citizen becomes an active participant in society and feels a sense of belonging.</p>
<p>Substantial social, economic and political change The social, economic and political structures which gave rise to the conflict and estrangement are identified, reconstructed or addressed, and transformed.</p>

↑ **Two other factors are critically important, namely:** ↑

Reconciliation involves a **PARADOX**, e.g. reconciliation promotes an encounter between the open expression of the painful past but at the same time seeks a long-term, interdependent future (see Lederach, 1997). Reconciliation as a concept is always influenced by an individual's underlying assumptions. There are different **IDEOLOGIES** of reconciliation, e.g. a religious ideology often emphasises the re-discovering of a new conscience of individuals and society through moral reflection, repentance, confession and rebirth, but a human rights approach might see it as a process only achieved by regulating social interaction through the rule of law and preventing certain forms of violations of rights from happening again (see Hamber and van der Merwe, 1998; van der Merwe, 1999; Hamber, 2002).

Working definition developed by Brandon Hamber (✉ mail@brandonhamber.com) and Gráinne Kelly (✉ grainne@democraticdialogue.org) in June 2004 for Democratic Dialogue, www.democraticdialogue.org.
Working definition developed and adapted from: IDEA, 2003; Lederach, 1997; Porter, 2003; ADM/CPA, 2000; Rigby, 2001; Hamber, 2002; Hamber and van der Merwe, 1998; van der Merwe, 1999; Assefa 2001

The full version of this paper is available from on the YESIP website.

Reconciliation - Step 2

YESIP can award a score between 1 and 20 for the Reconciliation criterion. The descriptors in the table below will be used to inform the score awarded.

A minimum of 13 points is required for an application to meet the eligibility threshold for the Reconciliation criterion and to be further considered for funding under PEACE II.

Q.7	Descriptor	Evidence Supporting the Score Awarded
1- 12	The project fails to meet the minimum requirements for reconciliation, as it will have a little or no impact. Reconciliation where it does happen is incidental to the project rather than being designed into the project	Minimal, if any, description of the nature and range of activities that are planned to take place over the life of the project.
13-14	The project has clear reconciliation outcomes but these are less significant than the descriptor below.	Description of the nature and range of the courses, programmes and activities to be undertaken over the life of the project but with limited information on how or in what ways these will (i.e. future tense) build positive relationships and at least two other strands in the reconciliation framework. Or limited detail provided on all of the strands ticked.
15-16	The project can demonstrate a significant impact on reconciliation. The project design will clearly link activities to reconciliation outcomes	Clear and full description provided for all of the strands ticked, i.e. nature and range of the courses, programmes and activities and how these will contribute to building positive relationships and at least two other strands in the reconciliation framework. Including full and explicit details of the numbers to be involved, the issues, subjects, topics to be addressed, delivery methods, number of sessions and anticipated outcomes.
17+	The project demonstrates an exceptional impact on reconciliation and is central to the project design. There are excellent links between the project and reconciliation outcomes	All of the previous section <u>and</u> consistent information provided throughout the application form, for example, reconciliation is identified in the project description, aim, objectives, horizontal principles, monitoring, risks and outcomes, etc.
Score Awarded		

SECTION 3 - HORIZONTAL PRINCIPLES

The following tables set out the range and scope of information required to fully meet the criteria for each Horizontal Principle. A maximum of 10 points are available in this Section with 5 available in each of the 2 categories.

An application that does not sufficiently incorporate or address the Peace II Horizontal Principles may be deemed a low priority, as preference will be given to applications which can demonstrate a positive effect on all 3 elements of the Targeting Social Need policy and the promotion of equality of groups indicated under Section 75 of the Northern Ireland Act 1998.

Very simply "Horizontal Principles" are the underpinning principles of the Peace II Extension Programme and they are:

- ✓ New Targeting Social Need / Impact on Poverty
- ✓ Balanced intervention / Equal opportunities

Addressing the Horizontal Principles will be the second element of the scoring/assessment of applications. Questions 8 and 9 in the Part B Application are designed to give you an opportunity to illustrate how your project addresses these specific principles.

New Targeting Social Need (New TSN)

New Targeting Social Need is not a programme with an amount of money attached; it is a cross-cutting policy which states that the distribution of public resources should be 'skewed' to people and areas of disadvantage. This policy requires projects to address the New TSN policy which has three elements:

- ✓ Addressing the problem of unemployment and increasing employability;
- ✓ Targeting efforts and resources on people and areas of greatest need;
- ✓ Promoting social inclusion to identify and tackle factors which cause social exclusion.

There is no simple list of disadvantaged areas to be targeted in all circumstances. The definition of "target areas" in the Peace II Extension depends on the nature of each Measure and the resources available. Given that encouraging young people "*to remain in or return to education*" and "*improving essential skills of disadvantaged young people and to prepare them for an active role in the labour market*" are at the heart of Measure 2.2, we have combined the employment and education Domains from the **Northern Ireland Multiple Deprivation Measures 2005 (NIMDM 2005)** to establish objectively the top 25% of deprived areas in Northern Ireland toward which resources under the Measure will be "skewed". The list of wards in the top 25% is available on the YESIP website.

However, we are also obliged to ensure that communities not necessarily linked to a geographic area are not adversely impacted upon under this policy/principle. Therefore such communities that can demonstrate social need in relation to employment and education will have their applications for funding treated equitably. Project promoters may use either the new geography adopted by the N.I. Statistics and Research Agency (NISRA) by quoting Super Output Areas as a unit of measurement, or can continue to use the previous Electoral Wards as the means of identifying where projected beneficiaries will come from. There is further information and advice on accessing small area statistics and the deprivation information from the NISRA website: www.nisra.gov.uk. *Essentially, projects must demonstrate that the beneficiaries they propose to target and work with, clearly reside in the identified areas or are members of an equally disadvantaged non-geographic community (e.g. young people with disabilities or young people from minority*

ethnic communities). This involves the particular targeting of resources and effort on people, groups and areas objectively shown to be most socially disadvantaged.

(Q.8) New Targeting Social Need (Max 500 words)

Selection Criteria	Score
No detail provided on how the project will address the core elements of NTSN, i.e. (1) issues of unemployment / enhancing employability, (2) targeting people or areas of greatest need, (3) promoting social inclusion.	0
Minimal detail provided of how the initiative will address one or two of the core elements of NTSN and/or with minimal referencing to independent or locally generated evidence (e.g. reference only to NISRA/Noble index).	1
Clear detail provided of how the initiative will address at least two of the three core elements of NTSN, but with limited referencing to independent or locally generated evidence (e.g. report, study or survey - that can be confirmed later as part of the assessment process).	3
Full detail provided of how the initiative will address all three core elements of NTSN, with clear references to independent or locally generated evidence (e.g. report, study or survey - that can be confirmed later as part of the assessment process).	5

Balanced intervention / Equal Opportunities

Promotion of equality of opportunity is a major requirement of EU funding programmes. Preference will be given to those projects which can demonstrate a positive effect on the promotion of equality of the groups indicated under Section 75 of the Northern Ireland Act 1998, which are:

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation; and
- men and women generally (including boys and girls); and
- persons with a disability and persons without; and
- persons with dependants and persons without; and

Without prejudice to the above, projects should have due regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group

Essentially we will be looking for the extent to which proposed projects are open to, actively reaching out to and inclusive of the various social groups present in their community and wider society.

(Q.9) Balanced Interventions / Equal Opportunities (Max 500 words)

Selection Criteria	Score
No detail provided on how the project will address the issue of balanced interventions/equal opps.	0
Minimal information provided or broad statements such as “Our project’s open to everyone” or “We have an Equal Opportunities Policy” without an illustration of how specific groups are targeted and how the policy is implemented. (NOTE: These statements are simply illustrative of the type of detail that will likely result in a minimum score being achieved)	1
Projects open to various groupings	Projects targeting a specific grouping(s)
Limited details in respect of the equality policies in place, how they are implemented and/or limited detail of the positive/planned actions for reaching out to and engaging those Section 75 groupings in the project’s target area, sector or group/community.	Limited details in respect of the equality of opportunity policies in place, how they are implemented and/or the impact of the project on at least one specific Section 75 grouping described but with limited explanation / reasons provided for this differential impact.
Policies in place along with an illustration of how they are implemented within the organisation and clear evidence of positive/planned actions to reach out to and be inclusive of those Section 75 groupings in the project’s target area, sector or group/community including details of the project	Policies in place along with an illustration of how they are implemented within the organisation and with clear justification for the differential impact on specific Section 75 grouping(s), including details of the project beneficiary recruitment policy / criteria.
	3
	5

beneficiary recruitment policy / criteria.		
(Q.10) Environmental Impact (Max 100 words)		
Selection Criteria	Eligible / Ineligible	
Although not a scored question, the information you give here will determine the eligibility of the application under the Peace II Extension Programme.		

Measure 2.2 - Specific Criteria – Continued

The following tables set out the range and scope of information required to achieve a particular score against the Measure Specific Criteria. The maximum score available under the Measure Specific Criteria is **50** points.

SECTION 4 – PROJECT MANAGEMENT

(Q.11) Have you any experience in managing similar projects? (Max 1000 words)

For those with previous experience	Score	For those with no previous experience	Score
No information provided	0	No information provided	0
Limited/very general information provided on previous experience	1	Limited/very general information provided on management skills that exist within the group	1
Detailed description of a range of projects describing experience of management of projects, staff / volunteers and recruitment of beneficiaries	3	Description of a broad range of management skills existing within the group including administration and accounting for funding	3
As above plus description of how beneficiaries were supported to continue participation in the work	5	As above plus detailed description of relevant experience of work with young people.	5

(Q.12a) Indicate what management arrangements are in place to ensure the project runs within budget, including the following? (Max 800 words)

Selection Criteria	Score
No information provided	0
Limited detail provided, e.g. only addresses aspects of one or two of the sub questions or minimal detail provided on all the sub questions.	1
Clear detail provided on at least three of the sub-questions with minimal information on the remaining sub-question or an aspect of it.	3
Full and explicit detail provided on all aspects of the four sub questions.	5

FINANCIAL CHECKLIST

Applicants may find it helpful to complete this checklist prior to answering question 12a. However, it is not sufficient to simply repeat these tables in the application form.

Financial Administration

Does your organisation maintain the following?	YES	<input checked="" type="checkbox"/>	NO	<input checked="" type="checkbox"/>
A separate bank account	YES		NO	
A cost centre accounting system	YES		NO	
Income/cash book	YES		NO	
Purchase order file	YES		NO	
Purchase daybook	YES		NO	
Cheque ledger [manual]	YES		NO	
Cheque ledger [computerised]	YES		NO	
Travel Claim forms	YES		NO	

Asset Register	YES		NO	
Financial Controls				
Does your organisation have the following controls in place?	YES	✓	NO	✓
Bank Reconciliations	YES		NO	
Cheque authorisation slips	YES		NO	
Budget control sheet [manual]	YES		NO	
Budget control sheet [computerised]	YES		NO	

Financial Management

Does your organisation check and sign the following?	YES	✓	NO	✓	If YES, How often?
Cheque ledger	YES		NO		
Bank statements	YES		NO		
Bank Reconciliations	YES		NO		
Travel claims	YES		NO		

Roles/Responsibilities

What are the various roles and responsibilities of staff and committee members in the management and oversight of project funds

Qualification / Experience

What are the qualifications and/or experience of the person(s) responsible for the day-to-day administration of the finances?

(Q.12.b) How will you record, monitor and evaluate the non-financial aspects of the project? (Max 800 words)

Refer to the YESIP Measuring Change document on the YESIP website

Selection Criteria	Score
No information provided	0
Limited/ very general information on proposed recording, monitoring and evaluation of the project	1
Detailed descriptions provided of the systems that will capture the necessary information to record, monitor and evaluate the project, including the methods used to set targets/goals, identify progress against targets, measure beneficiary change and development and collect baseline data.	3
As above plus , clear sense of all stakeholders being involved in the monitoring and reviewing process along with clear details of how often they will meet, when and the purpose, and clear explicit details of the role of beneficiaries in this aspect of the project (this will be more than, e.g. the completion of questionnaires/evaluation forms.)	5

(Q.12.c) Indicate the potential risks attached to the successful delivery of the project and how do you propose to minimise them? (Max 500 words)

Selection Criteria	Score
No understanding of risks or acknowledgement that problems can arise.	0
Minimal information provided or only 1 or 2 risks mentioned. Broad statements such as "The Project Manager will deal with situations as and when they arise".	1
Evidence of realisation that problems can arise, a number of possible risks articulated (such as failure to reach target audience or numbers, under-estimated budget, local factors, child protection, etc) and details of at least of basic structures, policies and procedures being in place to deal with risks, e.g. sub-group of overall committee, independent or specialist advice, notification process & procedures, health and safety guidelines for staff and clients (members, visitors, user groups etc.)	3
Clear evidence of internal risk assessment with trained staff and detailed procedures in place for dealing with problems that involve all key players, (that can be confirmed later as part of the	5

assessment process) e.g. **risk assessment matrix completed for the project as well as the beneficiary target group.**

(Q.13) Tell us what you are planning to do when the funding applied for comes to an end. (Max 500 words)

Selection Criteria	Score
Not mentioned/unclear or negative/no impact	0
Minimal information provided or broad statements with no detail, such as “the project will become self sustaining”, or “we will identify alternative sources of funding”, etc. (NOTE: These statements are simply illustrative of the type of detail that will likely result in a minimum score being achieved)	1
Evidence of applications to other funders or contacts with government bodies to seek funding to continue the work on through mainstream programmes and/or some evidence of the ‘change’ process being completed within the time span of the Peace II Programme not therefore requiring future work.	3
A clear, unambiguous statement that the project will have completed the task for which it was funded or strong evidence that the project will become self-sustaining through identified alternative sources of funding. Details of alternative funding secured will have to be provided.	5

SECTION 5 – PROJECT COSTS

Although not a scored section, the information you give here will help YESIP in taking an overview of the project and will be taken into consideration as part of the selection process.

Q.14 – 16 These answers will assist scorers to complete the value for money assessment referred to on Page 3.

Q.17.a – 17.c

To help maximise the availability of funding to all applicants, the Selection Panel is likely to grant no more than £80,000 per project in this Final Call.

Refer to additional guidance on developing a budget at the end of this document

Q 17.d & e.

17.d ACCOMPANYING INFRASTRUCTURE & EQUIPMENT

Funding under this category is about supporting the development and implementation of the project described in the full application. Therefore it is essential that information provided in question **17.e** makes a clear link to this. Funding available under this heading can up to £1,000 per item which must be spent within the first 3 months of the project start date.

(Q. 17.e) Explain why each item listed in question 17.d is necessary for the implementation of the project. (Max 300 words)

Funding under this category is about supporting the development and implementation of the project described in the full application. Therefore it is essential that information provided here makes a clear link to this.

SECTION 6 – YESIP MEASURE SPECIFIC QUESTIONS

ADDITIONALITY

(Q.19) Is any part of the project described in this application currently in receipt of financial assistance or qualifying for support from any other EU, Government or Statutory source?

Selection Criteria	Eligible / Ineligible
Although not a scored question, the information you give here will determine the eligibility of the application under the Peace II Extension Programme.	(Max 200 words)

(Q.20) In what way are the activities described in this application additional to your organisation's current work?

Selection Criteria	Eligible / Ineligible
Although not a scored question, the information you give here will determine the eligibility of the application under the Peace II Extension Programme.	(Max 500 words)

COMPLEMENTARITY

(Q.21) How does your project fit in with local initiatives and efforts to provide services for the target group or with wider strategies impacting on your proposed beneficiaries? (Max 500 words)

Selection Criteria	Score
No evidence of knowledge of other local services or wider strategies.	0
List of other complementary local initiatives or wider strategies affecting young people provided but no detail about the extent of or in what ways the project fits in with these.	1
Clear knowledge of other similar services - if any or if applicable - along with evidence of a relationship with the providers of similar services.	3
Or Clear knowledge of other similar services provided along with a valid explanation of why there is no relationship with or involvement from <i>such</i> providers.	
Or Full valid explanation as to why the project set out in the application form is operating as the sole provider of this service/provision	
As above plus , clear and explicit details provided of actions undertaken to identify gaps in provision and avoid duplication, and in the situation where other similar services exist a clear explanation as to why the project proposed in the application form should also be funded.	5

(Q.22) If the project proposes to work with under 16 year olds, how will the work be complementary to but not duplicate the core curriculum? (Max 300 words)

Although not a scored question, the information you give here will help YESIP in taking an overview of the project and will be taken into consideration as part of the selection process.

SECTION 6 - EUROPEAN SOCIAL FUND (ESF)

QUESTIONS 23 – 29

Although not a scored section, the information you give here will help YESIP in taking an overview of the project and will be taken into consideration as part of the selection process.
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Final Note:

IT IS IMPORTANT TO NOTE THAT YOUR APPLICATION IS INCOMPLETE IF IT IS NOT SIGNED BY TWO DIFFERENT INDIVIDUALS IN YOUR ORGANISATION AND DATED. AN INCOMPLETE APPLICATION, INCLUDING ALL ENCLOSURES, CAN BE REJECTED.

Q.17 – Budget Guidelines

It is strongly recommended that to ensure the budget for your project is as accurate as possible you complete the following Annexes. A copy of these calculations should be retained; as successful applicants will be asked to explain how they reached the amounts requested in question 17.

N.B. All funding requested must relate to costs directly associated with the operation of the project.

(17a) STAFF COSTS

Complete Annex A and retain a copy.

Staff costs can include:

Salaries - Travel & Subsistence Payments - Staff Training - Tutor Costs - Volunteer Costs - Recruitment Costs – Line Management costs based on a hourly rate.

Where a member of staff is involved in the project for only part of their working time, the amount requested should only be for that portion of their salary. Time sheets will be required covering their full week / month's work showing details of all work carried out and clearly identifying work carried out for the YESIP funded project

To calculate the appropriate hourly rate:

Example

Gross Salary:	£20,500.00
Employers NI - 12.8%	£ 2,034.00
Employer's Pension - 6%	£ 1,230.00
<u>Gross Salary Cost</u>	<u>£23,764.00</u>
Total Available Work Days (52 x 5)	260
Less	less
<u>Holidays (Annual & Public)</u>	<u>30</u>
Annual Working Days	230
multiplied by	x
<u>Hours Worked per day</u>	<u>7</u>
Total Annual Worked Hours	1,610
Equivalent Hourly Rate (£23,764 divided by 1,610hrs) =	£14.76 per hour

The table below is an example of how to calculate staff costs for your project over the full period of funding requested.

	YEAR 1	YEAR 2
Salary Project Worker Gross = 24,979 ENIC 12.8% = 2070 Pension 10.24% = 2,558 Year 2 – 3% cost of living	29,607	30,495
Travel & Subsistence Project Worker 190miles per month x 12 months @ 40p per mile	912	912
Staff Training: Excel Spreadsheet course @ £100	100	0.00
Line Management Costs: Project Manager Salary at £20. per hour (gross 36,861 pa, NIC £3,391, Pen £2,077) 2 x hrs per week @ 20 per hour x 46 weeks = 1144.00 Year 2 – 3% cost of living	1,840	1,895
Tutor Costs Facilitator – Citizenship – 10 x 1 day x 1 prog @ £100 per day = £1000 Essential Skills Tutor - 6 x 2hr sessions x 1 prog @ £25 per hr = £300 Reconciliation Course 14 x 1hr session x 2 Prog @ £20 per hr = £480	1,780	1,780
TOTAL Staff Costs	£34,239	£35,082

Please note the figures above are for illustration only – refer to Inland Revenue guidance for current National Insurance rates

N.B. Part paid staff will have to provide timesheets throughout the project's life showing the split between the project and all other activity.

(17.b) BENEFICIARY COSTS

Complete Annex B and retain a copy. You should seek to illustrate the number of beneficiaries and category of expense with full details as to how the total cost was arrived at.

A beneficiary is someone taking part in and receiving direct benefit from the project. Normally, the beneficiary must be legally resident in Northern Ireland.

Figures provided in answer to question **17.b** of the Part B application form should only include direct payments made to or on behalf of beneficiaries.

Such expenditure may include:

- **Travel** (against actual expenditure incurred supported by documentary evidence)
- **Childcare** (costs supported by evidence of need e.g. birth certificate + signed forms from carer)
- **Residential** (e.g. food and accommodation – breakdown must show cost per night x beneficiaries x nights)
- **Transport** (e.g. bus to and from residential)
- **External Course Fees** (give name of course x cost x Beneficiaries in Annex B)
- **Examination Fees** (give name of Fee x cost x Beneficiaries in Annex B)

Examples of such costs and how to calculate them are:

	YEAR 1	YEAR 2
Residential Activities = £40 per person per night x 2 nights x 10 people covering food & accommodation Year 2 – 3% cost of living	800	824
Transport Bus for Residential £200 for one bus - return journey Year 2 – 3% cost of living	200	206
Course Fees: Stage 1: Key Skills ICT 20 x £10 = £200 Key Skills Entry 20 x £10 = £200 Stage 2: OCR Preparation for work 30 x £10 = £300 ECDL 10 X £150 = £1,500 NVQ Core Modules 10 x £60 = £600	2,800	2,800
Total Beneficiary Costs	3,800	3,830

(17.c) OTHER COSTS

Complete Annex C and retain a copy.

The figures provided in question 17.c of the Part B application form should include running costs directly linked to the project as well as eligible indirect and overheads.

Such costs may include:

- **Project Audit Costs** [for each year or part year of the projects operation and final audited accounts for the full period of funding through YESIP]
- **Publicity** [can only be claimed on actual cost to the Project and not an apportionment]
- **Rent** [if an apportionment is claimed then, you must provide a breakdown of space/are, see below for example]
- **Insurance** [if an apportionment is claimed, you need a breakdown of staff time, see below for example]
- **Stationery** [can only be claimed on actual cost to the Project and not an apportionment]
- **Postage** [can only be claimed on actual cost to the Project and not an apportionment]
- **Heat & Light** [if an apportionment is claimed then, you need a breakdown of space, see below for example]
- **Telephone** [if an apportionment is claimed, you need a breakdown of staff time, see below for example]
- **Printing** [can only be claimed on actual cost to the Project and not an apportionment]
- **Bank Charges** [only for setting up and administrating the YESIP account]

Evidence of expenditure **must be supported by invoices** addressed to the Project / Organisation.

Where costs are apportioned to a project, a full explanation of the apportionment method will be required.

Examples:

Apportionment by Area

Rent – currently £26,000 per annum - Calculated on an apportionment basis
Total Area 2150sq ft

Childcare Project = area used 238 - 11%
YESIP Project = area used 955 – 44.5%
TWN Project = area used 955 – 44.5%

Rent bill £6,500. Per quarter @ 44.5% = 2892.50 = x 4 quarters £11,570 to YESIP

Apportionment by Staff Time

Apportionment on staff time – 6 staff x 35hrs = 210hrs including YESIP Youth Worker x 35hrs

Phone bill £1,000 per quarter ÷ 210hrs x 35hrs for Youth Worker = £167 per quarter
4 quarters = £167 x 4 = £668

Example

	YEAR 1	YEAR 2
Audit Fees: Annual Financial Statement @ £425 x 2		850
Rent Rent – currently £6,500 per annum - apportionment basis Total Area 2150 Project 1 = area used 238 - 11% Project 2 = area used 955 – 44.5% YESIP = area used 955 – 44.5% Rent £6500 @ 44.5% = 2889 = 722.25 per ¼ Year 2 – 3% cost of living	2,889	2,976
Insurance employers/public liability - apportionment basis - 5 staff x 35hrs = 175hrs & YESIP Youth Worker x 35hrs – Total time 210hrs Insurance bill £20,000 per year ÷ 210hrs x 35hrs for Youth Worker = £3,334 per year x 4 quarters £834 Year 2 – 3% cost of living	3,334	3,434
Stationery Headed Paper: 6 reams @ £22.75 = £136.50 Ring Binders £50 Computer Paper £250 Order Books £10 Printer Cartridges £350 Year 2 – 3% cost of living	797	821
Postage: Letters to Trainees est. 80 x 3 x 26p = £62.40 Letters to Employers: est. 50 x 3 x 26p = £39.00 Letters to Referral Agents: 80 x 6 x 26p = £124.80 Year 2 – 3% cost of living	226	233
Heat and Light Electricity – includes heat and light - total annual bill of £960 960 @ 44.5% = 426 = 106.50 per ¼ Year 2 – 3% cost of living	426	439
Telephone Phone @ £180 per quarter There will be a separate line installed for the programme Year 2 – 3% cost of living	720	742
Training Materials: OCR Workbooks/Tutor packs £850 NVQ Work packs £150 OHP Acetates £50 4 boxes Personnel Folders £360 Flip Chart Paper x 12 £165 Flip Chart Markers £30 Year 2 – 3% cost of living	1605	1,653
Evaluation: Year 1 – 5 days @ £500 per day Year 2 – 3% cost of living	2,500	2,575
Equipment Flip Chart Easel x 2 = 280 Calculators £160 = 160 2 x Digital Cameras @ £300 each = 600 1 x Drug Tray / training CD @ £580 = 580 1 x PC, printer and software package = 950	2,570	0.00
Total Other Costs	£15,112	£13,723

ANNEX C - OTHER COSTS

Other Costs	YEAR 1	YEAR 2
Totals		
Sub-total – Other Costs - This should be the figure entered in 17.c		