



UBU CYCLE 2 (2024 -2026)

Application Guidance

2023

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To note: This is the start of a 3yr cycle, this application is both for entry into the UBU cycle 2 but also funding for 12 mths Jan-Dec 2024, there after a funding renewal form will issue.

This Guidance note is aimed at supporting the DCEDIY UBU Application Pack, the documents below should be referred to for more information. With the exception of the Service Requirements, which will be sent to individual services by their Local ETB, all other documents are available at <https://ubu.gov.ie/resources>

- **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**

*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.*

	<b>Strand A (Services for Young People)</b>	<b>Strand B (Access to Youth Facilities)</b>	<b>Strand C (Capacity Building)</b>
<b>Performance Oversight Tools</b>			
Youth Service Logic Model	?	?	?
Counting Rules Tool	?	X	X
<b>Performance Oversight Engagements</b>			
Planning and Progress Review Meetings	?	?	?
Unannounced Visits	?	?	?
Governance and Service reviews	?	?	?

*The frequency that tools must be populated by the funded organisation*

<b>Performance Oversight Tools</b>	<b>Timeline/ frequency of completion</b>
Youth Service Logic Model	Annually- updated as required to reflect any changes of the funded organisation
Counting Rules Tool	Weekly

*The frequency of engagements which may take place*

<b>Performance Oversight Engagements</b>	<b>Timeline/ frequency to be performed</b>

Unannounced visits	As deemed necessary by ETB
Governance and Service reviews (Optional)	As deemed necessary by ETB

## Section A: Eligibility Criteria

The applicant organisation must be able to tick 'Yes' to all of the Eligibility Criteria questions by the date of the submission of the application to the ETB.

## Section B: 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 28<sup>th</sup> 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.

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.

## SECTION 1. APPLICANT DETAILS

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 locations 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.

FAQ's Section 1:

1. NGOs, how to cover local authorities? Guidance notes to cover this. - Do you have a **Memorandum and Articles of Association** or a **Constitution**, which outlines the projects governance structure, and a list of the Board of Directors?
2. Charities Regulator from 2024 full compliance with the Code
3. To note: Evidence of eligibility criteria not required by ETB at time of application, but can be required at any time and must be provided within one week of request.

## SECTION 2. RESPONSE TO SERVICE REQUIREMENT

As per Rule 3.1 – Chapter three UBU Policy and Operating Rules, ETBs used the UBU Area Profile Needs Assessment and Service Requirement tool<sup>1</sup>, to identify service needs and priority target groups in geographic areas. ETBs continued to use the APNASR tool in use for the second cycle, which was co-designed by the Centre for Effective Services and DCEDIY.

The final output of the APNASR tool is the generation of a Service Requirement. The service requirement identifies priority needs of young people in a geographic or thematic area to organisations applying for funding through the UBU grant scheme.

***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.***

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 (in the Name of project(s) and the funding made available for it in 2019) indicates the entire budget for a specific geographical area or theme, inclusive of all strands. 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. Note the table is not a timetable! For example a target group may have 60 young people identified and therefore there may be multiple inventions, scheduled across a week, whereas another target group may just meet once a week for 2 hours.

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 residential, 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 how many 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 25 years) are represented on either the applicant's board or on the local advisory structure.**

## SECTION 4. FINANCIAL INFORMATION

### Annual budget planning

- The funded organisation must complete a proposed annual budget as part of the application or funding renewal process for UBU Your Place Your Space funded youth service.
- This annual budget must be submitted by the funded organisation through the relevant ETB. The relevant ETB must assess the annual budget as part of the application or renewal process.
- The updated annual budgets for UBU Your Place Your Space youth services are subject to quarterly review by the relevant ETB. This is required to ensure that the spending is in line with the agreed budget submitted as part of the annual plan and to address any under- or over-spend in a timely manner.

UBU Full Financial Template is available on <https://ubu.gov.ie/resources>

### Making changes to approved annual budgets

- The ETB must be notified by the funded organisation of any changes to the approved budget which could impact the delivery of services to young people or movement between subheadings. The ETB must approve these changes as part of the oversight process. This can be done as part of the regular meetings and reporting arrangements.

STRAND	Minimum Direct Cost	Maximum Indirect Cost
STRAND A	75%	25%
STRAND B	100%	0%
STRAND C	75%	25%

TABLE 7.1 SUMMARY OF COST ASSIGNMENT FOR ALL STRANDS OF FUNDING

**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 pay scale 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<sup>1</sup>

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.

Complete the table, enter the total amounts for each area projected for January – December 2024. (DCEDIY will provide an excel template to support organisations to calculate salaries and related costs that need to be divided between direct and indirect costs)

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

The Budget is broken into parts under direct/indirect costs

- **Direct costs**
  - Staffing Costs
  - Programme Costs
- **Indirect Costs**
- **Overhead Costs**

##### Strand A financial rules

For the purposes of UBU Your Place Your Space, direct costs are the costs of eligible activities that relate directly to the frontline provision of service for young people.

A minimum of 75% of all spend under this category must be on “direct costs” (salary is 100% chargeable to direct costs where 70% is on frontline delivery and a pro-rata basis applies.

(Further detail regarding funding for frontline practitioners under funding Strand A is set out in Chapter 6, section 6.4. p.47 of UBU Policy and Operating Rules [UBU Policy and Operating Rules](#) )

The costs allowed are:

- Staffing costs for frontline practitioners and any staff such as managers engaging with and working with young people or those managing volunteers in the delivery of youth services funded through UBU Your Place Your Space. These costs include salaries of frontline practitioners, employers’ Pay Related Social Insurance (PRSI) and staff travel and subsistence.
- Income continuance is not allowed.
- Programme costs: venue hire, programme equipment and materials, and tutor/facilitator/ sessional worker costs.
- **A maximum of 25% of all spend under Strand A can be in indirect costs.** The details and related rules on indirect costs are set out later in this chapter (Section 7.2 & 7.3).

##### Strand C Financial Rules

For the purposes of UBU Your Place Your Space, direct costs are the costs of eligible activities that relate directly to the frontline provision of service for young people.

A minimum of 75% of all spend under this category must be on “direct costs”.

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<sup>1</sup> 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 & 7.3.

The costs allowed are:

- Staffing cost for workers who:
  - Support or advise funded organisations, engaging with young people, using specialist knowledge about the specific target groups outlined in the service requirement.
  - Provide training and capacity building activities for funded organisations.
  - Work collaboratively with another UBU Your Place Your Space funded organisation to deliver a service to the target group.
  - Direct staff salaries, employers' PRSI, staff travel and subsistence.
  - Programme costs: venue hire (i.e. hiring the parish hall), programme equipment and materials, and tutor/facilitator/sessional worker costs.

A maximum of 25% of all spend under Strand C can be in indirect costs (refer to the Policy and Operating Rules Section 7.2 & 7.3)

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 the end of 2024 (in agreement with the ETB).

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

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.**

#### **Strand B Financial Rules**

All spend under this category of UBU Your Place Your Space funding must be on "direct costs". There is no indirect cost provision for Strand B. The costs allowed are for running YPFSS-built facilities only: costs of running the facility, portage, insurance (for service provider) and facility management. Apportioned fees are chargeable where the targeted youth service or the target group only access part of the facility.

(Take particular note of the Strand B financial rules set out in Section 7.2 & 7.3.)

## 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.