



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

UBU Your Place Your Space

**PERFORMANCE AND OVERSIGHT
ENGAGEMENT FRAMEWORK**

*Valid for the 2020–2023 funding and service delivery cycle of UBU Your Place Your Space
December 2020, Version 2*



Section 1: Introduction

Overview of the framework

The UBU Your Place Your Space Performance Oversight and Engagement Framework (POEF) has been designed to provide stakeholders with a set of standardised tools, templates and guidance. POEF has been developed with a view to collecting information consistently across the sector to contribute to the development of an evidence base showing the impact of the work with young people. The tools, templates and guidance provided will be used by all UBU Funded Organisations and ETBs.

All of the tools, templates and guidance were initially developed and co-designed during the consultation and trial phases of the UBU Your Place Your Space in conjunction with the various youth sector stakeholders including ETBs. They have been further refined based on feedback and further consultation for inclusion in the scheme.

The contents of the Performance and Oversight Framework which will be implemented in July 2020 are:

- The Logic Model
- Timetable(s)
- Financial template and drawdown sheet
- Planning and Progress Review Meetings
- Unannounced visits

Additional processes that will inform the POEF

- The Application Form (particularly sections 2.2, 2.3 and 2.4)
- Red Amber and Green (RAG) Action Plan

It is planned that further tools, templates and guidance relating to the Performance and Oversight Framework may be introduced during the first policy cycle of the UBU Your Place Your Space scheme, for example Counting Rules Tool.

In line with the continuous improvement ethos of the UBU Your Place Your Space scheme, a trial and readjust approach will apply to all tools, templates and guidance.

The role of different Stakeholders in the POEF

DCEDIY

- Issue and maintain all tools, templates and guidance relating to the POEF
- Finalise the development of the remaining tools, templates and guidance
- Initiate testing phase for remaining tools, templates and guidance
- Receive and process POEF outputs from the ETBs for each Funded Organisation where applicable
- Make adjustments to tools, templates and guidance where necessary
- Review the effectiveness of the POEF and related elements to inform the next policy cycle of the UBU scheme

ETBs

- Provide capacity building to Funded Organisations for each of the POEF tools, templates and guidance
- Provide ongoing support and guidance to Funded Organisations in the use of the POEF tools, templates and guidance

- Convene and participate in Planning and Progress Review Meetings with each Funded Organisation
- Participate in the trialling and testing of new tools
- Provide feedback to the Department in relation to the POEF
- Collect and maintain all information gathered appropriately

Funded Organisation

- Attend capacity building sessions provided by the ETB
- Seek support and guidance from the ETB where required
- Use the tools and templates following the guidance provided
- Prepare information for the Planning and Progress Review Meetings and provide required documents to the ETB 5 working days in advance of the meeting
- Participate in the testing of new tools, templates and guidance as required
- Retain and maintain all information gathered appropriately

Section 2: The Logic Model

The **Logic Model** is a diagrammatic representation of the overall purpose and activities of a youth service delivered by a Funded Organisation to various stakeholders.

The **Purpose of the Logic Model** is to visually communicate how UBU Your Place Your Space funding will be used to achieve desired outcomes. It summarises what the funded organisation will do over the funding period, how and why it will do it, and the difference it is planning to make.

The role of different Stakeholders in the development and use of the Logic model

Funded Organisation

- Develop a Logic Model to provide a high level visual overview of all work funded under UBU Your Place Your Space
- Discuss with your ETB the approach to the development of the Logic Model. It can either reflect the full Scheme Cycle or each re-application period
- Identify key relevant information to inform the Logic Model
- Provide the Logic Model to the ETB as part of the application process
- Provide an updated version of the Logic Model on, or following, Planning and Progress Review Meetings as required by the ETB

ETB

- Provide guidance and feedback to the Funded Organisation on the development of the Logic Model
- Agree an approach with the Funded Organisation regarding the duration of the Logic model
- Discuss the content of the Logic Model with the Funded Organisation at Planning and Progress Review Meetings including any amendments required going forward
- Retain a copy of the Logic Model and file appropriately

Steps in the process

As shown in Figure 1 below, the core elements of the UBU Your Place Your Space Logic Model are:

- Needs/Issues – an outline of the needs/issues to be addressed – these will have been identified by the ETB in the Service Requirement
- Objectives – the ways in which the needs will be addressed by the Funded Organisation
- Inputs – the staff and resources available through UBU Your Place Your Space to support the work with young people
- Outputs – the volume of activities/engagements/programmes/responses that will be provided to meet the needs/issues identified
- Primary Outcomes – the potential changes for young people with reference to the seven personal and social development outcomes
- Secondary Outcomes – the possible changes in the circumstances for young people with specific reference to the needs and issues identified in the Service Requirement
- Monitoring and evaluation – the tools and processes used by the Funded Organisation to collect and interpret information from the scheme implementation

- Evidence – explaining and providing reference to the use of research, practice wisdom, literature, policy and consultations to outline how the Funded Organisation has determined each aspect of the Logic Model

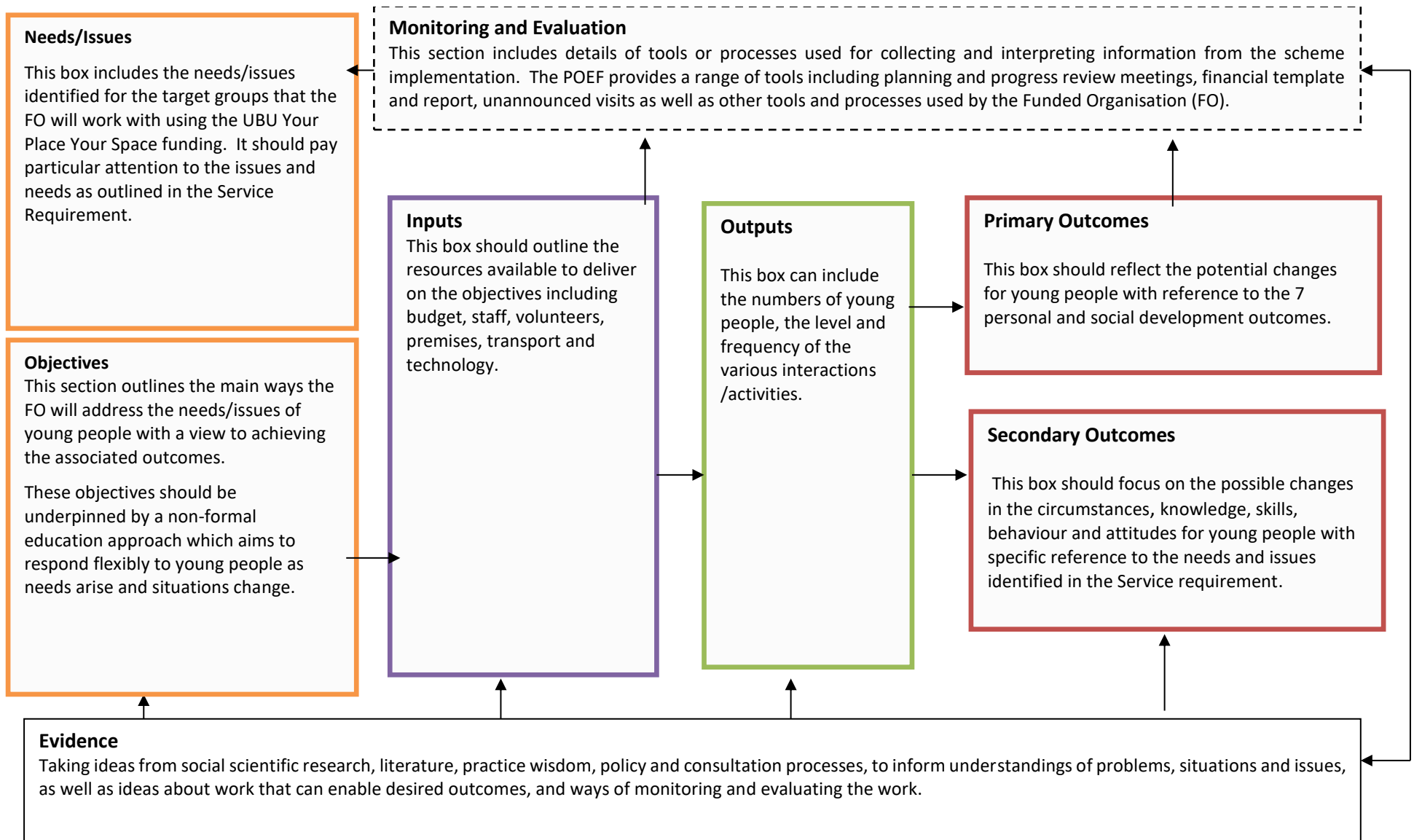
Template 1 (blank template) should be used to complete the Logic Model.

Figure 2 provides an example of content for each section.

Things to consider:

1. Have a variety of people e.g. young people, staff, volunteers, management representatives, been involved in developing the logic model e.g. specifying needs, objectives and outcomes?
2. Does the Needs/Issues box reflect the Service Requirement?
3. Is there a clear connection between the Needs/Issues and the Objectives, Inputs and Outputs?
4. Are the available inputs specified and quantified?
5. Are the outputs described in numbers e.g. 30 young people will participate in at least 3 groups?
6. Do the Primary Outcomes reflect the relevant seven personal and social development outcomes as outlined in the Service Requirement?
7. Do the Secondary Outcomes reflect realistic changes, in the identified Needs/Issues, for young people's circumstances, knowledge, skills, behaviour and attitudes?
8. Is the UBU Your Place Your Space Planning, Progress and Engagement Framework referenced and are there other tools that the Funded Organisation uses to Monitor and Evaluate?
9. Is evidence provided for the different aspects of the Logic Model?
10. Does the Logic Model make overall sense and respond to the Service Requirement and Application Form?
11. Where emerging needs for young people living in the geographical area as defined in the Service Requirement are identified during the course of the funding cycle and agreed with the ETB, the Logic Model and Indicative Weekly Timetable(s) must be updated.

Figure 1: Logic Model Components



Template 1: UBU Your Place Your Space Logic Model

UID number:

Name of Funded Organisation:

Date:

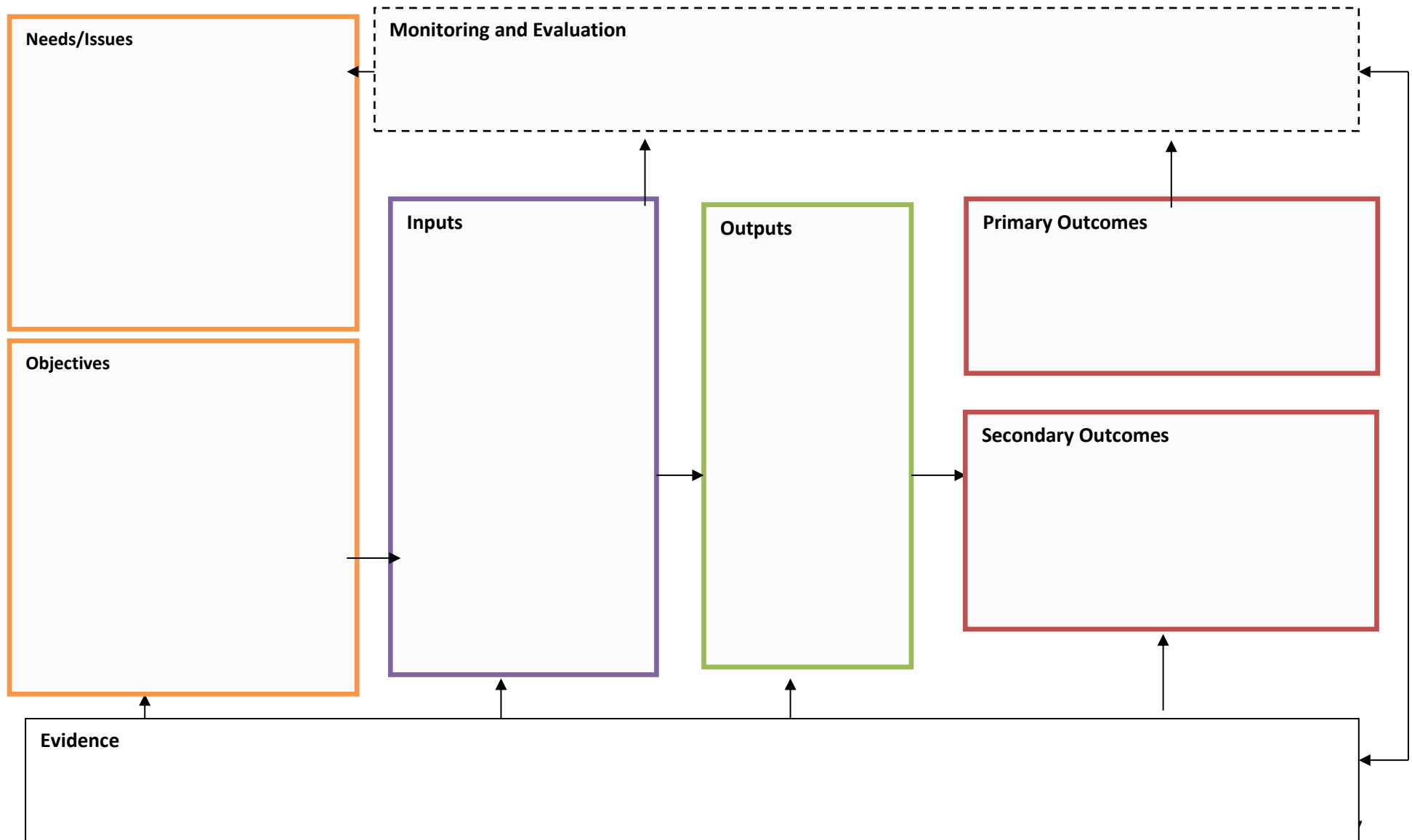
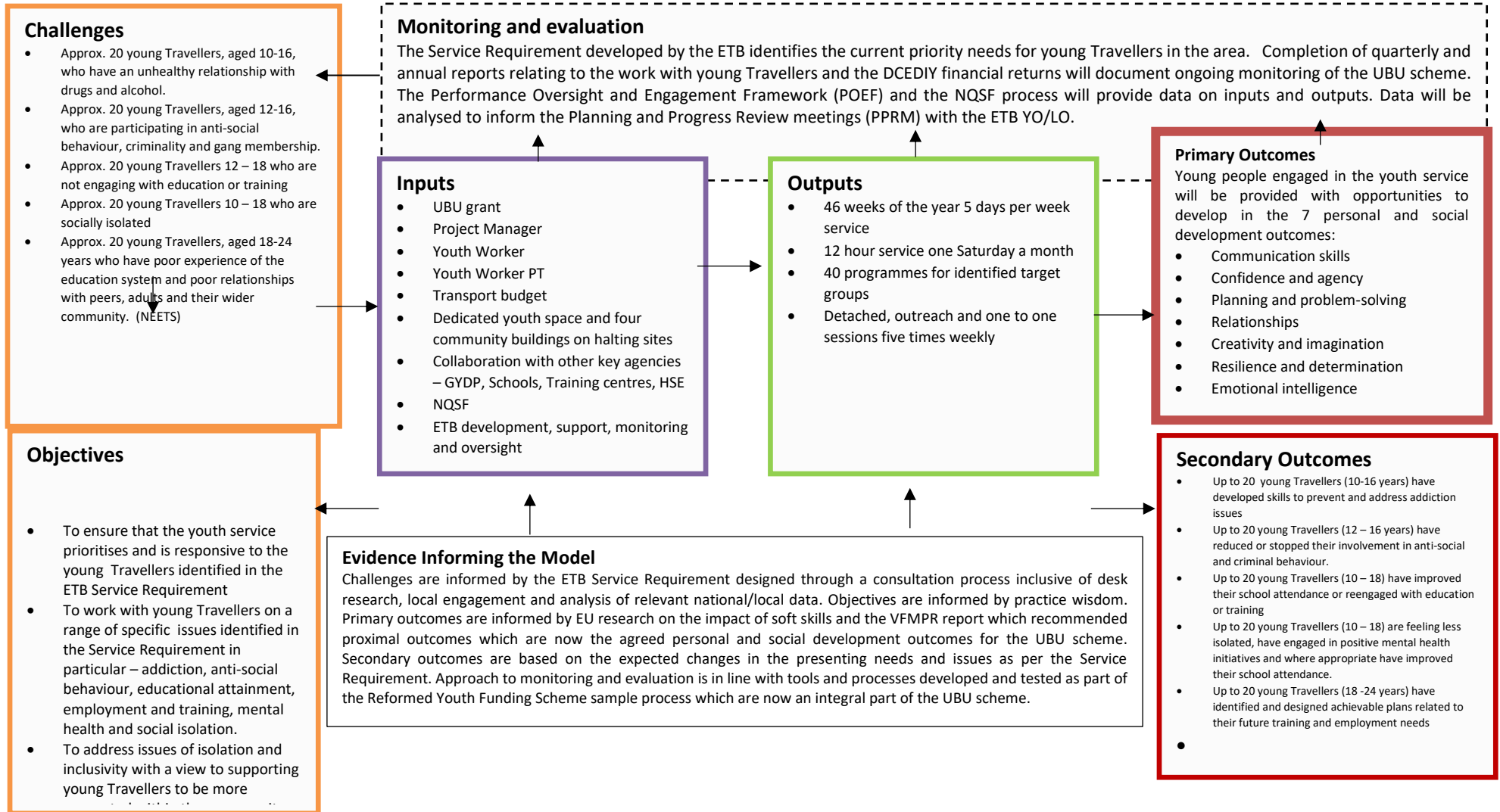


Figure 2: Example Logic Model

UID: XF45648

Name of Funded Organisation: Young Traveller Youth Project Time period covered: July 2020 – December 2021



Section 3: Indicative Weekly Timetable

The **Indicative Weekly Timetable(s)** provide an outline of the proposed Funded Organisation's service delivery plan. It is normally developed on a quarterly basis and provided to the ETB.

The **Purpose of the Indicative Weekly Timetable(s)** is to communicate visually when and where the UBU Your Place Your Space young people are engaging with the Funded Organisation. The Funded Organisation completes the indicative weekly timetable for both Strand A and C to show an average week of delivery to the Target Groups identified in the Service Requirement. Where a Funded Organisation only receives Strand B funding the timetable should provide an average weekly timetable showing the days and times that are provided to young people from the Target Groups and organisations who work with them.

The role of different Stakeholders in the use of the Indicative Weekly Timetable(s)

Funded Organisation

- Design its indicative weekly timetable to reflect the Service Requirement, Application Form and the needs/interests and availability of young people
- Funded Organisations in receipt of Strand A funding will ensure that timetables reflect the 70% face to face work with young people and shows how each of the Target Groups are provided for within the organisation
- Funded organisations with Strand B funding will ensure that timetables reflect the times and specific building locations that are allocated for use by the UBU Target Groups as identified in their Service Requirement
- Funded Organisations with Strand C funding will ensure that timetables reflect the times, particular groups and locations where the capacity building and or support functions are planned to take place. The timetable should reflect a reasonable level of engagement relative to the Service Requirement and allocation
- Funded Organisations with Strand A and B funding, only need to reflect the timetable for Strand A work. The Strand B timetable is not required in this instance
- Funded Organisations with Strand A and C funding timetables will reflect the work of both strands. Where Strand C functions are planned on a less consistent basis the specific details should be noted in the special events section of the template
- Be cognisant of a measured rota for staff as it relates to late nights, holiday periods and weekend work
- Provide the timetable to the ETB on a quarterly basis for comment and agreement
- Use the timetable at the Planning and Progress Review Meetings to facilitate discussion relating to the work and progress of the young people

ETB

- Provide guidance and feedback to the Funded Organisation as required
- Agree with the Funded Organisation the timeframe for submission of the Indicative Weekly Timetable to allow for holiday periods when programme and provision can change from that of school term time

- Discuss the content of the relevant Indicative Weekly Timetable(s) with the Funded Organisation at Planning and Progress Review Meetings including any amendments that may need to be made
- File the relevant Indicative Weekly Timetable(s) appropriately

Steps in the process

Where indicated on the template insert the following

- UID code (once assigned)
- Name of the Funded Organisation
- Time period to be covered
- Total number of weeks the timetable will cover

In the box include the following:-

	Strand A and C	Strand B
Name of Group/Programme	Normally the name created by the group members and youth workers	Name of organisation using the space
Location	This is most relevant to Funded Organisations working across multiple locations or building. The usual location(s) for each group should be indicated in this section	This should specify the space allocated in the building to the organisation
Time of group/programme	The time of the group should include the planned hours of the programme and the 15 minutes preparation and clean up at the start and end of a programme	The time that the organisation has access to the space
Target Group as per the Service Requirement	Insert the Target Group(s) as outlined in the Service Requirement. Where multiple Target Groups are included in the Group/Programme this should be reflected	Insert the Target Group as outlined in the Service Requirement
Number of Young People	This is an indicative figure based on the information inserted by the organisation on the Application Form	This is the figure provided by the organisation utilising the space
Staff involved	This should be noted as in the Application Form	This should only be filled in if the Strand B organisation is providing staff to support the running of the group

Special events / once off events timetable

- Use 1 box per event. Include a short description of the event, the date/s it is planned for and its purpose.
- If a Strand C worker has specific one off events this should also be included in this section

Things to consider

- It may be relevant for a Funded Organisation to consider creating a number of groups, for each Target Group, to allow for appropriate age ranges, gender specific issues and needs/interests of young people
- Funded Organisations should consider the most effective numbers of young people to be included in each group to make them viable
- Timetables should be regarded by the ETB as an indication of service delivery. Funded Organisations are required to be flexible around the needs and circumstances of young people and at times this will mean that the timetable needs to change
- Location information is also indicative as it will not always be practical to provide exact venues. Strand B Funded Organisations should indicate the specific location/room or space that is allocated at given times for work with UBU Target Groups
- Larger Funded Organisations that operate from multiple sites should provide indicative timetables for each location – the timetables will be based on the Service Delivery Plan (2.3/2.3/2.4) of the Application Form
- Strand B Funded Organisations should ensure that allocated times and locations reflect the bookings for UBU Strand A and or C Funded Organisations
- Where emerging needs for young people living in the geographical area as defined in the Service Requirement are identified during the course of the funding cycle and agreed with the ETB, the Indicative Weekly Timetable(s) and Logic Model must be updated



Indicative Weekly Timetable Template

UID code: _____ Name of Funded Organisation: _____ Time Period Covered From: _____ To: _____
Total number of weeks included: _____

Table 1: Weekly Timetable

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Comments						

*Press the tab button in the last box to add additional rows

Special Events



Indicative Weekly Timetable Example

UID code: UBU2039 **Name of Project:** Traveller Youth Project **Time Period Covered** **From:** 1st September 2020 **To:** 31st December 2020
Total number of weeks included: 18 weeks

Table 1: Weekly Timetable (Strand A)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Work Mates A <ul style="list-style-type: none"> 10.30 – 1pm Target Group 5 5 members Dunshannon PL + CE worker 	Work Mates B <ul style="list-style-type: none"> 10.30 – 1pm Target Group 5 5 members Dunshannon PL + CE worker 	Work Mates A <ul style="list-style-type: none"> 10.30 – 1pm Target Group 5 5 members Dunshannon PL + CE worker 	Work Mates B <ul style="list-style-type: none"> 10.30 – 1pm Target Group 5 5 members Dunshannon PL + CE worker 	Work Mates 1 -1 sessions <ul style="list-style-type: none"> 10.00 – 1pm Target Group 5 10 members Dunshannon PL + CE worker 	Smart Art & Funk U Up Target Group 3 <ul style="list-style-type: none"> 8am – 8pm every 4 weeks 8 members Outdoor pursuits programme various locations YW 1 and 2 + volunteer 	
Step Up F <ul style="list-style-type: none"> 10.30 – 12pm Target Group 4 4 members Jamestown Way YW 1 + CE worker 	Unscheduled interventions/1-1 sessions <ul style="list-style-type: none"> 10 – 1pm Target Group 2/4/5/6 Dunshannon YW 1 + 1 volunteer 	Step Up <ul style="list-style-type: none"> 10.30 – 12pm Target Group 4 4 members Brandon Court YW 1 + CE worker 	Unscheduled interventions/1-1 sessions <ul style="list-style-type: none"> 10 – 1pm Target Group 2/4/5 Dunshannon YW 1 + 1 volunteer 	Step Up M <ul style="list-style-type: none"> 10.30 – 12pm Target Group 4 2 members Tyrconnell Place YW 1 + CE worker 		
Unscheduled interventions/1-1 sessions <ul style="list-style-type: none"> 2 – 4.30pm Target Group 1/2/3/4 Dunshannon YW 2 + 1 volunteer 	Paradise <ul style="list-style-type: none"> 2.30 – 4.30pm Target Group 2 4 members Drumalee YW2 + volunteer and CE 	2pack <ul style="list-style-type: none"> 2.30 – 4.30pm Target Group 2 4 members Brandon Court YW2 + volunteer and CE 	Dry not High <ul style="list-style-type: none"> 2.30 – 4.30pm Target Group 5 4 members Dunshannon PL and volunteer 	Unscheduled interventions/1-1 sessions <ul style="list-style-type: none"> 2 – 4.30pm Target Group 1/2/3/4 Dunshannon YW 2 + 1 volunteer 		
Biggy Smalls <ul style="list-style-type: none"> 5.30 – 7pm Target Group 2 4 members Tyrconnell Place YW1 + volunteer and CE 		Smart Art <ul style="list-style-type: none"> 6 – 7.30pm Target Group 3 4 members Dunshannon YW 2 + volunteer Funk U Up	Unscheduled interventions/1-1 sessions/outreach <ul style="list-style-type: none"> 5 – 7pm Target Group 1//4 Dunshannon and Jamestown Way, 	All Good <ul style="list-style-type: none"> 5.30 – 7pm Target Group 2 4 members Jamestown Way YW1 + volunteer and CE 		

		<ul style="list-style-type: none"> • 6 – 7.30pm • Target Group 3 • 3 members • Drumalee • YW 1 + volunteer 	Brandon Court and Tyrconnell Place <ul style="list-style-type: none"> • YW 1 + 1 volunteer 			
D'lads <ul style="list-style-type: none"> • 7.30pm – 9pm • Target Group 1 • 8 members • Dunshannon • YW 1 + Volunteer 		Brightside <ul style="list-style-type: none"> • 8.30pm – 11pm • Target Group 1 • 7 members • Dunshannon • YW2 and YW 1 + volunteer 		Detached work <ul style="list-style-type: none"> • 7.30pm – 10pm • Target Group(s) 1,2 and 4 • 20+ individual contacts • Dunshannon, Drumalee, Brandon Court and Tyrconnell Place • YW 1 and volunteer 		

*Press the tab button in the last box to add additional rows

Special Events

Halloween programme	The programme will be developed to provide diversionary activities for each of the target groups and where possible engagement in organised community activities
Christmas programme	YW1 and YW 2 will schedule outreach and 1 to 1 cover across the Christmas period to particular young people in need of additional support

Section 4: Planning and Progress Review Meetings

The **Planning and Progress Review Meeting (PPRM)** is a face to face meeting between the ETB and the Funded Organisation that takes place at least three times per year. Additional PPRM meetings can be convened remotely. Ideally, PPRM meetings would happen quarterly to align with other processes; for example the submission of quarterly timetables and financial templates. Engagements on the service delivery and quarterly submission of key documents can be recorded on the Planning and Progress Review template and filed accordingly. These meetings, whether face to face or remote, are pivotal as they provide both partners the space and time to discuss all elements of the work for the UBU Your Place Your Space scheme, in particular the work with young people.

The **purpose of the Planning and Progress Review Meeting** is to discuss the delivery of the service as outlined in the Service Requirement and the Application Form. The meeting agenda provides an opportunity to discuss progress, issues arising and future planning requirements.

There are two templates provided to support Planning and Progress Review Meetings;

1. The Planning and Progress Review Meeting Notification Template (Template 1) is prescribed by DCEDIY and issued by the ETB to the Funded Organisation at the beginning of the UBU Your Place Your Space funding cycle.
2. The Planning and Progress Review Meeting Record Template (Template 2) is provided as a record of the meeting discussion and decisions.

The role of different stakeholders in the Planning and Progress Review Meeting

Funded Organisation

- Agree with the ETB the schedule of Planning and Progress Review Meetings
- Submit to the ETB the Meeting Notification Template attaching updated documentation five working days prior to the meeting. This may include, where relevant, an update on outstanding RAG Action Plans, Logic Model, Work Report and Plan, Financial Report and response to Unannounced Visits. Timetable(s) may also be included but are not mandatory
- Adopt a collaborative approach with the ETB Officer to ensure that an accurate note of the meeting is recorded on the Planning and Progress Review Meeting Record Template
- Discuss all agenda items with a focus on identifying what is working, what needs to be changed and any issues that may be arising
- Agree and sign the Planning and Progress Review Meeting Record Template at the end of the meeting and retain a copy to be filed appropriately

ETB

- Organise with the Funded Organisation the schedule of Planning and Progress Review Meetings
- Review documentation submitted by the Funded Organisation in advance of the Planning and Progress Review Meeting
- Use the Planning and Progress Review Meeting Record Template to carry out and record all agenda items discussed and decisions made during the meeting
- Engage with the Funded Organisation to problem solve, generate new thinking and identify future capacity building needs
- Agree and sign the Planning and Progress Review Meeting Record Template at the end of the meeting and provide the Funded Organisation with a copy
- Retain the Planning and Progress Review Meeting Record Template and file appropriately

Steps in the Process

- The ETB will provide the Funded Organisation with the Planning and Progress Review Meeting Notification Template at the beginning of the funding cycle.

- The Funded Organisation will complete the Notification Template and attach any relevant documentation, including the Work Report and Work Plan, and forward to the ETB at least five working days prior to the scheduled Planning and Progress Review meeting
- The ETB will review all documentation submitted by the Funded Organisation prior to the Planning and Progress Review Meeting taking place
- The ETB will ensure that a note is taken of all the agenda items on the Record Template. This note should be reviewed at the end of the meeting and signed by both parties
- The ETB will provide the Funded Organisation with a copy of the agreed Planning and Progress Review Meeting Record Template
- Both parties will file the Planning and Progress Review Meeting Record Template appropriately

Agenda items

These are to be standing agenda items and used as the standard agenda. Where there is no update to be made for items 1 and 2, it is sufficient to note that the issue was discussed and no action required.

1. Review of the RAG Action Plan(s) – This agenda item allows for discussion of progress or delays to any RAG actions relevant to the period of time covered by the Planning and Progress Review Meeting. Where RAG actions have been delayed an explanation as to why should be recorded as well as a planned timeframe for completion. RAG actions to be completed for the next Planning and Progress Review Meeting should be outlined. Where there is no RAG Action Plan in place or a previous one has been completed this should be noted at the meeting.
2. Review the Logic Model – The Logic Model should be used as a reference point at each meeting to discuss the progress in achieving the outcomes with young people. The agenda item also allows for any adaptations or changes to the agreed Logic Model. If changes are being made to the Logic Model, the updated version should be submitted to the ETB five working days in advance of the meeting. The version and date should be inserted for ease of tracking.
3. Update on the work with young people and plan for the next reporting period - This agenda item allows for discussion on the Work Report and Work Plan.
 - a. Work Report – should be completed and used as the basis for discussion on the work with young people.
 - b. Work Plan - plans for future service delivery should be in line with the Service Requirement and Application Form. The ETB should use this opportunity to problem solve, generate ideas and develop good practice in conversation with the Funded Organisation.
4. Findings of Unannounced Visits – if any unannounced visits occurred since the last Planning and Progress Review Meeting, the outcome or any issues arising should be discussed. Where issues were raised any subsequent explanation / agreements / points to be noted should be recorded in the Record template.
5. Review the Financial Template and Drawdown Form - review the overall budget as indicated on the financial template discuss and/or agree movement between headings based on actual spend. Note that Planning and Progress Review Meetings may not fall in line with quarterly financial periods.
6. A.O. B. Additional items can be discussed here. Items could include training needs, experience of using the POEF tools and templates etc.

Things to consider

- The purpose of the Planning and Progress Review Meeting(s) is to discuss the overall delivery of the service as outlined in the Service Requirement and Application Form
- In order to obtain maximum value from the Planning and Progress Review Meeting documentation must be submitted at least five working days in advance of the meeting
- The ETB must have reviewed the documentation submitted by the Funded Organisation in advance of the meeting
- The meeting is an opportunity to discuss in a supportive way the progress or issues experienced by the Funded Organisation in delivering the service to young people

- The Planning and Progress Review Meetings are key to the overall governance of the UBU Your Place Your Space scheme
- The work with young people in achieving the outcomes of the UBU Your Place Your Space scheme are central to the content of the Planning and Progress Review meetings
- Each item of the agenda should be given attention and an appropriate amount of time for discussion
- A collaborative approach should be adopted by the Funded Organisation and the ETB in terms of identifying good practice and problem solving any issues which arise in the delivery of the service to young people
- Timetables, if in use, may be used to supplement the conversation but they are not mandatory



Planning and Progress Review Notification Template

Funded Organisation Name:

DCEDIY UID Code:

ETB Name:

Time period covered in report: From:

To:

Proposed date of meeting:

Attending on behalf of the Funded Organisation:

Agenda:

Planning and Progress Review Meetings should cover the following topics. Please attach relevant documentation to the Planning and Progress Review Meeting Notification Template

Standing Agenda:	Please list documents to be sent to ETB
1. Review of RAG Action plan	
2. Review the logic model	
3. Update on the work with young people and plan for the next reporting period a. Work Report b. Work Plan (If available, timetables can be used to supplement this update)	

4. Findings of unannounced visits (and any areas that may have been flagged as requiring action)	
5. Review the financial template and drawdown form and discuss and/or agree movement between headings based on actual spend	
6. AOB	



Planning and Progress Review Notification

Example

Funded Organisation Name: Small Town Youth Service

DCEDIY UID Code: 1234A

ETB Name: ABC ETB

Time period covered in report: **From:** 1st July 2020 **To:** 25th of September 2020

Proposed date of meeting: 29th of September 2020

Attending on behalf of the Funded Organisation: ABC Project Leader

Agenda:

Planning and Progress Review meetings should cover the following topics. Please attached relevant documentation to the Planning and Progress Review Meeting Notification Template

Agenda:	Please list documents to be sent to ETB
1. Review of RAG Action Plan	Copy of Application Form indicating RAG Actions
2. Review the Logic Model	Logic Model as agreed with no proposed changes to date
3. Update on the work with young people and plan for the next reporting period a. Work Report b. Work Plan (timetables if available can be used to supplement this update)	Completed Work Report <ul style="list-style-type: none"> • Timetable from July – end of September – including detailed weekly timetable of Summer Programme and Family Fun Days • Evaluation of the Summer programme • Report on feedback and planning session with individual groups (end of August)

	<p>Completed Work Plan</p> <ul style="list-style-type: none"> • Timetable September – Christmas including proposed Halloween and Christmas holiday events • Draft proposals for residential weekend for NEETS group • Proposed Overnight training session for volunteers
4. Findings of the unannounced visits (and any areas that may have been flagged as requiring action)	No reports to date
5. Review the financial template and drawdown form and discuss and/or agree movement between headings based on actual spend	<p>Financial template completed to end of September and drawdown request already submitted (copy attached)</p> <p>Discuss proposed movement of €300 euro from budget head Tutors/ Facilitators in Direct costs to Other to cover Residential transport costs.</p>
6. AOB	<ul style="list-style-type: none"> • Staff capacity building needs



Planning and Progress Review Record Template

Funded Organisation Name:

DCEDIY UID Code:

Time period covered in report: From:

To:

Date of meeting

In attendance: (Please list)

Planning and Progress Review meetings should cover the following topics.

Agenda:	Please outline documents submitted to support this agenda item where relevant
1. Review of RAG Action Plan	
2. Review the Logic Model	
3. Update on the work with young people and plan for the next reporting period a. Work Report a. Work Plan (timetables if available can be used to supplement this update)	
4. Findings of the unannounced visits (and any areas that may have been flagged as requiring action)	
5. Review the financial template and drawdown form and discuss and/or agree movement between headings based on actual spend	
6. AOB	

1. Review of RAG Action Plan

In the table below insert update on the RAG action plan use one line per criteria. (Press tab on last box to add new line)

Criteria no.	Update on action /current status	Is the FO in compliance with this criteria?	If yes, list supporting evidence where appropriate

Are there any issues arising that may prevent the funded organisation achieving the Action Plan within the timeframe? Yes No

If yes give a short description and outline next steps below

Please give a short description of issue arising		
Next step	By who	By when

2. Review of the Logic Model

Outline any comments, additions, changes or issues arising from the review of the logic model

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3. Update on the work with young people and plan for the next reporting period

Work report - for each programme delivered or engagement(s) with a young person please complete one line of the template below

(Collate total numbers of one to one engagements, both planned and unplanned, and input using one line only)

Reporting period: To:

From:

Group / Engagements with young people (including age range)	Target Group as per SR	Method used (i.e. small group coaching, drop in, youth forums, one to one mentoring etc.)	Time and day delivered	Number of sessions delivered in this reporting period	Number of individual young people that attended	Staff allocated	Total number of contacts ¹	Evidence of Progress

¹To calculate this figure multiply the number of individual young people attending sessions by the number of sessions delivered i.e. if 3 young people attend 4 sessions then it results in 12 contacts Please add one to ones, outreach and events as contacts. Any unplanned contacts with young people may be added once you have noted them in some way.

Challenges and opportunities (where relevant)		
Discussion and decisions arising from challenges and opportunities.		
Other relevant areas of work		

Output Plan (for each programme that will be delivered please complete one line of the template below)

Group/Engagements with young people (including age range)	Target Group as per SR	Method used (i.e. small group coaching, drop in, youth forums, one to one mentoring etc.)	Time and day delivered	Number of sessions to be delivered in next reporting period	Number of individual young people to be targeted	Staff allocated	Estimated number of contacts²
Plan for other relevant areas of work							

4. Findings from Unannounced Visits

Please ²To calculate this figure multiply the number of individual young people expected to attend sessions by the number of sessions planned i.e. if 3 young people attend 4 sessions then it results in 12 contacts add one to ones, outreach and events as contacts. Any unplanned contacts with young people may be added once you have noted them in some way.

If completed since the last meeting or if actions still need to be reported on from these visits please complete the template below (one row per action)

Comments			
Issues to be addressed	Action	By whom	By when

5. Review of Financial Report and drawdown request

	Comments
Is spending in line with the proposed budget? If not, provide rationale?	
Please note any requests from Funded Organisation to move funding between headings to reflect actual spending. (no more than 25% of budget can be spent on indirect costs)	
Drawdown request for next quarter in line with the UBU scheme rules	

6. Any Other Business

<p>Any other business</p>

Attach all relevant documentation to the report e.g. quarterly financial report, timetable(s)

This meeting record has been agreed.

Funded Organisation:

ETB Officer:

Date:



Planning and Progress Review Meeting Record

Example

Funded Organisation Name: Small Town Youth Service

DCEDIY UID Code: 1234A__

Time period covered in report: From: 1st July 2020_

To: 25th September 2020

Date of meeting 29th September 2020

List of attached documents: (tick as appropriate)

Logic Model , **Timetable/s** **Finance report** **RAG Action Plan** (insert box) **Other** (insert box)

In attendance: (Please list) XY ETB Officer , AB Project Leader

Agenda:

Planning and Progress Review Meetings should cover the following topics. Please tick all agenda items for this meeting: -

Agenda:
1. Review of RAG Action Plan
2. Review the Logic Model
3. Update on the work with young people and plan for the next reporting period a. Work Report (timetables if available can be used to supplement this update) b. Work Plan (timetables if available can be used to supplement this update)
4. Findings of the unannounced visits (and any areas that may have been flagged as requiring action)

5. Review the financial template and drawdown form and discuss and/or agree movement between headings based on actual spend
6. AOB

1. Review of RAG Action Plan

In the table below insert update on the RAG action plan use one line per criteria. (Press tab on last box to add new line)

Criteria no.	Update on action /current status	Is the FO in compliance with this criteria?	If yes, list supporting evidence where appropriate
3 Target Group	<p>Building relationship with Traveller Community:</p> <ul style="list-style-type: none"> Series of site meetings held with parents of young people on all four halting sites Family day organised during July to run activities for young people and parents / guardians Two Traveller young people 19-21 years identified as mentors and volunteers <p>Intercultural training for staff:</p> <ul style="list-style-type: none"> Two staff took part in NYCI training session Diversity policy currently in development 	<ul style="list-style-type: none"> Completion date Oct 2020 Small Town Youth Service is making progress in achieving all actions 	<ul style="list-style-type: none"> Notes from site meetings U Tube video of family fun day Plan for mentor training to commence next week

5 Out of school setting	<ul style="list-style-type: none"> • Discuss with school moving of current programme delivered in school • Provide summer programme for target group 	<ul style="list-style-type: none"> • Completion date October 2020 • Already completed 	<ul style="list-style-type: none"> • Notes of meeting with school and timetable showing alternative provision delivery • Summer Programme timetable and evaluation
6 80% target group	<ul style="list-style-type: none"> • Develop criteria to describe, understand and prioritise the target group(s) 	<ul style="list-style-type: none"> • Completion date October 2020 • Already completed 	<ul style="list-style-type: none"> • Clear criteria

Are there any issues arising that may prevent the funded organisation achieving the Action Plan within the timeframe? Yes No

- If yes give a short description and outline next steps below

<p>Please give a short description of issue arising</p> <ul style="list-style-type: none"> • Attendance at the after school programme is not as high as when it was delivered during school hours. Transport may be an issue in some cases as the programme happens in the Community Centre beside the school but it means that some young people cannot get the school bus 		
<p>Next step</p> <ul style="list-style-type: none"> • Follow up with families of children who have not been attending and discuss why • If transport is the main block to attendance look at providing alternative transport – check staffing and budget implications 	<p>By who</p> <p>Youth Worker 1</p>	<p>By when</p> <p>End of first week in October</p>

2. Review of the Logic Model

Outline any comments, additions, changes or issues arising from the review of the logic model

The Logic Model was discussed along with the Indicative Timetable in order for the ETB to develop a clear understanding of the high level intention and practical application of the service delivery plan. It was agreed that the Logic Model will only need to be discussed at future meetings if there is a substantial change or new needs/issues emerge.

3. Update on the work with young people and plan for the next reporting period

Work report - for each programme or engagement(s) with a young person please complete on line of the template below

(Collate total numbers of one to one engagements, both planned and unplanned, and input using one line only)

Reporting period: To:

From:

Group / Activity (including age range)	Target Group as per SR	Method used (i.e. small group coaching, drop in, youth forums, one to one mentoring etc.)	Time and day delivered	Number of sessions delivered since last meeting	Number of individual young people involved	Staff allocated	Total number of contacts ¹	Evidence of Progress
The Monday Group Girls 10 – 14 years	1 & 3	Focus on X & Y proximal outcomes.	Tuesday 3.30pm – 5.30pm	8	8	YW 1 Volunteer x1	35	YP completed an 8 week cookery

		Method: Small Group Work						course. Attendance was sporadic but all girls are participating in the progression Health and Wellbeing programme.
Challenges and opportunities (where relevant)		Attendance was sporadic. YW identified divisions between the group. YW provided one to one support with some of the girls intended to participate in this programme. The Health and Wellbeing programme is planned as a progression programme. All girls have completed expression of interest. One new girl intended to join this group.						
Discussion and decisions arising from challenges and opportunities.		Review closely the attendance and introduce home visits for those young people who start to drop away.						
Other relevant areas of work	Attendance at CYPSC committee (once monthly) Attendance at planning meeting for Community Exchange programme (fortnightly) Link meetings with School Completion Co-ordinator to identify needs of specific young people.							

¹To calculate this figure multiply the number of individual young people attending sessions by the number of sessions delivered i.e. if 3 young people attend 4 sessions then it results in 12 contacts Please add one to ones, outreach and events as contacts. Any unplanned contacts with young people may be added once you have noted them in some way.

Work Plan (for each programme that will be delivered please complete one line of the template below)

Group / Activity (including age range)	Target Group as per SR	Method used (i.e. small group coaching, drop in, youth forums, one to one mentoring etc.)	Time and day delivered	Number of sessions to be delivered in next reporting period	Number of individual young people to be targeted	Staff allocated	Estimated number of contacts²
The Monday Group Girls 10 – 14 years	1&3&4	Focus on X & Y proximal outcomes. Method: Small Group Work	Tuesday 3.30pm – 5.30pm	10	9	YW1 P/T Counsellor	35
Plan for other relevant areas of work							

²To calculate this figure multiply the number of individual young people expected to attend sessions by the number of sessions planned i.e. if 3 young people attend 4 sessions then it results in 12 contacts Please add one to ones, outreach and events as contacts. Any unplanned contacts with young people may be added once you have noted them in some way.

4. Findings from Unannounced Visits

If completed since the last meeting or if actions still need to be reported on from these visits please complete the template below (one row per action)

Comments			
Issues to be addressed	Action	By whom	By when
N/A			

²To calculate this figure multiply the number of individual young people expected to attend sessions by the number of sessions planned i.e. if 3 young people attend 4 sessions then it results in 12 contacts Please add one to ones, outreach and events as contacts. Any unplanned contacts with young people may be added once you have noted them in some way.

5. Review of Financial Report and drawdown request. Financial reports and drawdown requests need to be submitted on a quarterly basis regardless of the timing of Planning and Progress Review meetings

	Comments
Is spending in line with the proposed budget? If not, provide rationale?	<ul style="list-style-type: none"> Spending will be slightly above budget in the July – September as slightly higher programme spend on the Summer Programme activities. This will be balanced out in the programme spend for the final quarter of the year. Increase in insurance costs for the Funded Organisation above the level they had originally budgeted for.
Please note any requests from Funded Organisation to move funding between	<ul style="list-style-type: none"> Actual programme spend for this quarter will be greater than predicted so Small Town Youth Service will address this by revising the programme spend for the final financial quarter. Request to adjust budget figure to allow for appropriate insurance cover to be applied

<p>headings to reflect actual spending.</p> <p>(no more than 25% of budget can be spent on indirect costs)</p>	
<p>Drawdown request for next quarter in line with the UBU scheme rules</p>	<p>Draft prepared and discussed two weeks ago and was submitted to ETB last week.</p>

6. Any Other Business

<p>Any other business</p> <ul style="list-style-type: none"> Board of Management and staff carrying out a review of programme activity – July – November on Tuesday 8th of December 2020. Review will be made available to the ETB.
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Attach all relevant documentation to the report e.g. quarterly financial report, timetable(s)

This meeting record has been agreed.

Funded Organisation: Small Town Youth Project. AB Project Leader

ETB: ETB Officer - ABC ETB

Date: 29th September 2020

Section 5: Unannounced Visits

Unannounced Visits are visits carried out by the ETB, without notice, to a Funded Organisation's premises where youth services are being delivered to the young people.

The Purpose of Unannounced Visits is to provide assurance to the ETB that:

- The Funded Organisation is providing the service to young people at the times and in the locations agreed within the Work Plan and Indicative Weekly Timetable.
- Any service which was planned to be provided outside of the Funded Organisation's building(s) as stated in the application form or as agreed otherwise with the ETB, e.g. outreach, street work or detached work, is in existence.

These visits are intended to be part of the oversight and assurance steps available to the ETB. However, there may be occasions where an unannounced visit is seen as being required. The following are examples of such circumstances that may lead to an Unannounced Visit:

- The ETB receives a complaint that a Funded Organisation is not open
- The ETB has reason to believe that a Funded Organisation may not be providing the agreed service
- The ETB receives information from a stakeholder that indicates the Funded Organisation may not be providing the agreed service
- The Department requests an unannounced visit for a specific or random Funded Organisation.

Steps in the Process

The ETB

- will not provide notice to the Funded Organisation that the visit is taking place
- carries out the Unannounced Visit and checks that the Funded Organisation premises, as detailed on the timetable, is open at the correct time.
- within two working days of the unannounced visit taking place contacts the relevant staff member in the Funded Organisation to indicate an Unannounced Visit has taken place, either confirming that the service was open or to discuss why it was not open
- The ETB completes the Unannounced Visit Template including any details from the discussion and a copy of the template is provided to the Funded Organisation within five working days of the visit
- A copy of the completed Unannounced Visits template is discussed at the next Planning and Progress Review meeting (PPRM) and filed appropriately

Things to consider

- Unannounced Visits are only one tool in the performance oversight and engagement activities of the ETB and should be used proportionately
- Some Funded Organisations operate from buildings where other services are located. The Unannounced Visit should ascertain that the Funded Organisation is operating in line with the timetable
- Timetables are indicative and may change at times to facilitate young people's needs and interests
- ETBs should ensure that there is an appropriate balance between the time spent in supporting, developing and monitoring Funded Organisations and carrying out Unannounced Visits
- Detached and street work can cover large geographical areas therefore the ETB will need to assess whether this aspect of service provision can be validated through an Unannounced Visit
 - This aspect of the Unannounced Visit will be further developed over the first cycle of the scheme inclusive of trial sites to further inform the Performance, Oversight and Engagement tools

- ETBs should seek to plan Unannounced Visits to Funded Organisations giving consideration to available resources, for example, an Unannounced Visit may be scheduled when the designated officer is in a particular location or area for another business purpose



Unannounced Visit Template

Name of ETB:		Name of ETB Officer:		
Name of Funded Organisation:				
Date and time of Unannounced Visit:				
Time and location(s) indicated on timetable	Commentary from visit	Issues yes/no	Items to follow up	Commentary on follow up
Agreed Actions and timeframe:				
Signed Funded Organisation:				
Signed ETB Officer:			Date:	



Unannounced Visit

Example

Name of ETB: ABC ETB		Name of ETB Officer: Mary Jones		
Name of Funded Organisation: Small Town Youth Service				
Date and time of Unannounced Visit: Thursday 17 th September 2020 8.00 p.m.				
Time and location(s) indicated on timetable	Commentary from visit	Issues yes/no	Items to follow up	Commentary on follow up
Target Group 4: The Sunshine Group Small Town Youth Service premises 7.30 – 9.30 p.m.	A visit to the youth service premises was carried out at 8.00 p.m. The centre was open but The Sunshine Group did not appear to be in attendance.	Yes.	Follow up with Project Leader	Made contact with Margaret Nolan, Project Leader on Friday 18 th of September. The Sunshine Group did not have their usual group session on 17 th of September as they and two other project groups attended a play in Ennis focusing on the issue of consent with two youth workers and a volunteer.
Agreed Actions and timeframe: N/A				
Signed Funded Organisation: Margaret Nolan, Project Leader, Small Town Youth Service				
Signed ETB Officer: Mary Jones, YO/LO – ABC ETB		Date: 18 th September 2020		

Section 6: Financial Template and Drawdown Sheet

The [Financial Template and Drawdown Sheet](#) are templates provided in the UBU Your Place Your Space scheme which must be completed by the Funded Organisation and submitted to the Education and Training Board on a quarterly basis. The drawdown sheet will allow the ETB to make a grant payment to the Funded Organisation under Strand A, B and C. The Financial Template will allow the Funded Organisation and ETB to monitor spending under direct and indirect cost headings. Both the Funded Organisation and ETB will have an opportunity to discuss the budget and spending under agenda item 5 of the Planning and Progress Review Meeting, however arising issues may be discussed at any stage.

The [Purpose of the Financial Template and Drawdown Sheet](#) is to ensure that Funded Organisations can make their drawdown requests to ETBs and are working within an approved budget. It provides Education and Training Boards with oversight of the budget and spend.

The role of different Stakeholders in the Financial Template and Drawdown Sheet

DCEDIY

- Issue the annual allocation notification to Education and Training Boards, which outlines the annual allocation for each UBU Funded Organisation by strand
- Where allocation letters have not been received in early Q1, a request for an advance payment may be made. For 2021, a notification outlining this is expected to issue in December 2020.
- Process UBU drawdown requests received from ETBs

ETB

- Following receipt of the Funded Organisation's annual allocation notification from DCEDIY, ensure that quarterly drawdown requests are made to the Department (the quarter 1 drawdown request may be made in advance of the Department issued allocation letter)
- Inform each Funded Organisation of its annual allocation and invite drawdown requests
- Communicate the ETB's payment schedule to the Funded Organisation and advise when they should submit their Drawdown Sheet to the ETB
- Review the submitted Drawdown Sheet to ensure completeness and accuracy
- Submit the Drawdown Sheet to the appropriate finance section of your ETB for payment
- Review the Financial Template to ensure completeness and accuracy
- Discuss arising budget and spending issues at the Planning and Progress Review Meeting, noting that arising issues may be discussed at any stage
- Submit the Financial Template for each Funded Organisation to the Department on a quarterly basis

Funded Organisation

- Download the Drawdown Sheet and Financial Template from the UBU Your Place Your Space website
- Fill in the Drawdown Sheet and ensure that the drawdown is signed by the appropriate person³
- Submit the Drawdown Sheet to your ETB on a quarterly basis (Financial Template not necessary for Q1 drawdown request)
- Complete the Financial Template for Strand A, B and C as appropriate, on a monthly basis
- Ensure that the Financial Template is signed for the appropriate quarter
- Submit the Financial Template to your ETB on a quarterly basis

³ ETB-FO SLA - Ensure that appropriate persons act as signatories for conducting financial transactions, a minimum of one of whom is a member of the Board. All expenditure (e.g. internet banking) must be carried out with advance authorisation and approval of the Board.

- Raise relevant budget issues with your ETB at the Planning and Progress Review Meeting (PPRM), noting that arising issues may be discussed at any stage

Steps in the process

DCEDIY

- Issue the annual allocation for each UBU Funded Organisation to the ETB
- Process UBU drawdown requests from ETBs and issue quarterly payment
- Acknowledge receipt of ETB submission of quarterly financial templates

ETB

- Following receipt of the annual DCEDIY allocation letter, the ETB should make a drawdown request to the Department (use the normal drawdown sheet). For quarter one, the ETB may make a drawdown request to the Department based on 25% of the previous year's allocation, prior to receipt of the DCEDIY allocation letter. For 2021 a notification on this will issue in December 2020.
- The ETB should inform Funded Organisations under its remit of its allocation under each UBU strand. For quarter one 2021, should the ETB still be awaiting the formal DCEDIY allocation notification, the Department can inform you what the appropriate strand amount should be.
- The ETB should also inform the Funded Organisation of its payment schedule and advise when the Drawdown Sheet should be submitted to the ETB
- Upon receipt of the drawdown sheet, the ETB should unhide rows 36-51 to access the 'For ETB Use Only' section. This can be done by following these steps:
 - Highlight row 35 and 52,
 - Right click
 - Select Unhide
- The ETB should seek to process the drawdown request through its internal financial protocols
- Upon receipt of the Financial Template, the ETB should ensure that it has been checked for completion and accuracy, and that each Funded Organisation is in compliance with the UBU Policy and Operating Rules or meeting any Action Plan obligations
- Issues should be recorded and communicated to the Funded Organisation at the PPRM meeting. If urgent or of a serious nature, issues should be addressed immediately
- You can track Funded Organisations quarterly spend by clicking on the 'Quarterly Report' tab. This will show you, by quarter, if an organisation has and overspend or underspend. It will also show you, by quarter, if they are meeting the 75/25 rule. You can view the Strand B percentage of an organisation's overall spend.
- Each quarter the 'Quarterly Report' sheet should be saved as a pdf and sent to the Department. This can be done by following these steps:
 - On your keyboard press the Ctrl + P keys simultaneously
 - Under the 'Printer' heading select Microsoft Print to PDF
 - Under the Settings heading change 'Portrait Orientation' to 'Landscape Orientation'
 - Under the Settings heading change 'No Scaling' to 'Fit Sheet on One Page'
 - Click Print to Save

Funded Organisation

- Access the UBU resources page at <https://ubu.gov.ie/resources>
- Download the Drawdown Sheet and Financial Template and save to your computer. If you have difficulty seeing the red cells you should adjust your colour settings as appropriate.
- Review the Allocation Letter that your received from your ETB and complete all of the **red** boxes in the Drawdown Sheet – make sure to select your ETB

- When you click on a red cell there will be a **pop up instruction** to help you understand what needs to be inserted in the cell
- Sign, date and submit the Drawdown Sheet (With the exception of Q1, the Drawdown Sheet should be accompanied by the Financial Template – your ETB cannot process payment until the previous quarters Financial Template has been received)
- Review your Allocation Letter along with Sections 4.2, 4.4 and 4.5 (if necessary) of your 2020 UBU Application Form
- Make sure you are on the ‘Financial Template’ tab and then complete all of the **red** boxes in the Financial Template
- When you click on a red cell there will be a **pop up instruction** to help you understand what needs to be inserted in the cell. **Note:** there will not be a pop up instruction where a similar instruction is being repeated
- You must include each staff member on a separate row. Note: if there are insufficient rows to include all of your staff, you can unhide more rows by following these steps:
 - Highlight row 24 and 63, 82 and 93, or 125 and 136, depending on which section of the spreadsheet you need to include extra staff information
 - Right click
 - Select Unhide
- Under **UBU Allocation** insert your annual allocation in column B, rows 13-15. Once you have received your quarterly payment from your ETB, you should enter the amount received in either column D, G, J or M, rows 13-15, depending on which quarter payment you have received. Column Q, rows 13-16, will tell you how much you have left to drawdown
- Under **UBU Payments** insert your annual budget breakdown in column C – you should refer to your UBU Application Form and pro-rata this with any increases or reductions in your allocation (if changes to your budget has been agreed with your ETB, then these changes should be reflected here)
- In columns D to O, insert payments made under each month against your budgeted amount. You will see your overall spend to date and balance remaining in columns P and Q
- Your total spend for Strand A & C direct costs, indirect costs and Strand B costs for each month will appear at the end of sections throughout the spreadsheet
- Total monthly and annual balances for all strands will appear at the end of the spreadsheet
- The Statement of Assurance should be signed and dated for each relevant quarter and then the full Financial Template should submitted to your ETB – see Quick Guide below
- You can track your quarterly finance by clicking on the ‘Quarterly Report’ sheet. This will show you, by quarter, if you have and overspend or underspend. It will also show you, by quarter, if you are meeting the 75/25 rule. If you are applying for Strand B, you can view the Strand B percentage of your overall spend.

Quick Guide

	Department	ETB	Funded Organisation (FO)
Q1	<ul style="list-style-type: none"> • Issue annual allocation letters to ETBs • Process drawdown requests from ETBs 	<ul style="list-style-type: none"> • Inform FO of annual allocation and ETB drawdown/payment dates • Make drawdown request from Department – this can be in advance of allocation letter for Q1 • Process Drawdown Sheet from FO and issue payment 	<ul style="list-style-type: none"> • Download Drawdown Sheet and Financial Template from UBU website • Upon receipt of allocation letter, complete, sign and send Drawdown Sheet for Q1 to ETB • Start completing the Financial Template each month
Q2	<ul style="list-style-type: none"> • Process drawdown 	<ul style="list-style-type: none"> • Make drawdown request from Department 	<ul style="list-style-type: none"> • Sign and send Drawdown Sheet for Q2 to ETB.




	requests from ETBs	<ul style="list-style-type: none"> Process Q2 Drawdown Sheet from FO and issue payment Review Q1 Financial Template Submit Q1 quarterly report to Dept. YAUCompliance@equality.gov.ie by 31 May Engage on issues at PPRM or directly 	<ul style="list-style-type: none"> Submit Q1 Financial Template to ETB no later than 30 April Engage on issues at PPRM or directly
Q3	<ul style="list-style-type: none"> Process drawdown requests from ETBs 	<ul style="list-style-type: none"> Make drawdown request from Department Process Q3 Drawdown Sheet from FO and issue payment Review Q2 Financial Template Submit Q2 quarterly report to DCEDIY by 31 August Engage on issues at PPRM or directly Look at underspends or overspends 	<ul style="list-style-type: none"> Sign and send Drawdown Sheet for Q3 to ETB. Submit Q2 Financial Template to ETB no later than 31 July Engage on issues at PPRM or directly Look at underspends and calculate Q4 drawdown requirement
Q4	<ul style="list-style-type: none"> Process drawdown requests from ETBs 	<ul style="list-style-type: none"> Make drawdown request from Department Process Q4 Drawdown Sheet from FO and issue payment Review Q3 Financial Template Submit Q3 quarterly report to DCEDIY by 30 November Engage on issues at PPRM or directly 	<ul style="list-style-type: none"> Sign and send Drawdown Sheet for Q4 to ETB. Submit Q3 Financial Template to ETB no later than 31 October Engage on issues at PPRM or directly
Q1 20 21		<ul style="list-style-type: none"> Send full Financial Template to Department no later than 28 February 	<ul style="list-style-type: none"> Submit Q4 Financial Template to ETB no later than 31 January

Things to consider

1. The Financial Template must be completed on an ongoing basis and submitted the ETB on a quarterly basis
2. The Financial Template is an item on the PPRM agenda. It provides an opportunity for the ETB and Funded Organisation to discuss the budget, including issues that may arise throughout the year. You do not have to wait for a PPRM to raise issues with your ETB
3. The Drawdown Sheet and Financial Template are issued using Excel 2016. Each Funded Organisation should ensure that it has the necessary Microsoft updates to access and use this version
4. Only complete cells in the Financial Template and Drawdown Sheet that are red
5. **No changes should be made to the Financial Template or Drawdown Sheet that are not red.** Cells containing formulas have been locked in both the Drawdown Sheet and Financial Template
6. Pop up instructions are provided within the Drawdown Sheet and Financial Template to provide guidance on information to be entered in various cells
7. In some cases, the arrow may not appear for dropdown lists. If this occurs, click on the red cell then click immediately to the right of the cell which will make the arrow and dropdown list appear. This is shown in the first visual guide screen shot below.

8. Monies carried forward from the previous year may be entered under the UBU Allocation section in column C. These unexpended monies must be returned to your Education and Training Board
9. The 'Quarterly Report' sheet allows ETBs and Funded Organisations to review underspend and overspends in each quarter. This will highlight whether your organisation is remaining within budget and may serve as a discussion point at the PPRM, if necessary
10. A number of rows are hidden in the Drawdown Sheet and Financial Template. To unhide rows simply follow the instructions set out above
11. An FAQs tab has been provided in both the Drawdown Sheet and Financial Template which may provide assistance

Drawdown Sheet Visual Guide

 <p>An Roinn Leanaí, Comhionannais, Michumais, Lánpháirtíochta agus Óige Department of Children, Equality, Disability, Integration and Youth</p>			<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Each ETB logo will appear here when you select your ETB below </div>
UBU DRAWDOWN FORM		Select ETB	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Select ETB here. Sometimes the arrow may not appear, click on the cell then click here </div>
Funded Organisation Details			
Name of Legal Entity			
Organisation/Project Name			<div style="border: 1px solid black; padding: 5px; width: fit-content;"> The Funded Organisation's details go here </div>
Unique Identifier			
Drawdown Information			
Year & Quarter	Select Here		
Funding Strand(s)	Select Here		
Annual Allocation			
Drawdown to Date			
Drawdown Request			<div style="border: 1px solid black; padding: 5px; width: fit-content;"> You can apply for their quarterly drawdown request here </div>
Remaining Allocation	€0.00		<div style="border: 1px solid black; padding: 5px; width: fit-content;"> After the current drawdown, this is what you still have left to drawdown </div>
Statement of Assurance			
<p>On behalf of the Funded Organisation, I, the undersigned, request the drawdown of the above amount and give this statement of assurance that; the expenditure for this grant has/will be in accordance with the Funded Organisation's application form and Service Level Agreement and that no expenditure listed here is drawn against another account funded by another source and that the expenditure report is an accurate reflection of the previous quarter spend.</p>			
Signed			<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Please sign and date once you have read the Statement of Assurance </div>
Position			
Date			

Financial Template Visual Guide

Each ETB logo will appear here when you select your ETB below

Select ETB here. Sometimes the arrow may not appear, click on the cell then click here

This keeps track of whether you're meeting the 75/25 Rule

This keeps track of your remaining balance that you still have to drawdown

Enter total allocation received for each strand here

Enter previous year unspent monies here. These must be returned to the ETB

Enter drawdown payment received by strand for each quarter

This keeps track of your allocation in the year to date, so you will know how much you've drawdown under each strand

Fill in the title of the post here e.g. Youth Worker FT

Fill in your budget for the year here – based on your UBU 2020 application, any agreed changes with the ETB, and any pro rata increases or decreases

Fill in your payments each month to keep track of your spending. The PPRM is your opportunity to discuss issues arising

This will calculate your spend to date for the year for each cost under A&C

This will calculate remaining balance left to spend for each cost under A&C

This will calculate remaining balance for direct costs left to spend

This will calculate total spend for direct costs under Strand A&C

This will calculate total spend for indirect costs under Strand A&C

This will calculate total spend for all costs under Strand A&C

This will calculate remaining balance for indirect costs left to spend

This will calculate remaining balance for all costs left to spend

Enter posts for Strand B costs

Fill in your budget for the year here – based on your UBU 2020 application, any agreed changes with the ETB, and any pro rata increases or decreases

Fill in your payments each month to keep track of your spending.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Direct Costs Strand B														
Direct Staffing Costs														
Manager FT													0.00	10.00
Title of Post													0.00	10.00
Title of Post													0.00	10.00
Title of Post													0.00	10.00
Staff Recruitment Costs													0.00	10.00
Other Staff Costs													0.00	10.00
Other Staff Costs													0.00	10.00
Total Staffing Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overhead Costs														
Management Costs													0	10.00
Advertising and Publicity Costs													0	10.00
Rent/rates													0	10.00
Light/heat													0	10.00
Non Programme Based													0	10.00
Maintenance													0	10.00
Insurance													0	10.00
IT costs													0	10.00
Legal Costs													0	10.00
Audit Fees													0	10.00
Bank Charges													0	10.00
Administration Costs													0	10.00
Other Costs													0	10.00
Other Costs													0	10.00
Other Costs													0	10.00
Total Overhead Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Strand B Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Costs A, B & C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total UBU Allocation	0.00													

This will calculate total spend for costs under Strand B

This will calculate remaining balance for costs under Strand B

This will tell calculate your total A, B & C budget for the year

This will calculate your total spend under all strands in the year to date

This will calculate your total annual remaining spend under all strands

Statement of Assurance	Sign and Date		
On behalf of the Funded Organisation, I, the undersigned, declare that the above information is an accurate reflection of expenditure for the quarter indicated and I assure the ETB that no expenditures listed here as vouched expenditure is also drawn against another account funded by another source.	Signed on behalf of Funded Organisation - Q1	Date	
	Signed on behalf of Funded Organisation - Q2	Date	
	Signed on behalf of Funded Organisation - Q3	Date	
	Signed on behalf of Funded Organisation - Q4	Date	

Please read the Statement of Assurance and sign and date here

Financial Template Visual Guide – Quarterly Report

Each ETB logo is here – you should have selected the correct ETB in the previous tab

Each ETB name is located here

This keeps track of whether you're meeting the 75/25 Rule

This is your annual allocation per strand

This will show drawdown received by strand for each quarter

This will show your allocation received to date by strand

This will show what you still have left to drawdown in the year by strand

Strand	Strand Allocation	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to Date	Balance to Date
Strand A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Strand B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Strand C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total UBU Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00

This will show your budget as inputted in the Financial Template tab

This will show your quarterly spend under the various cost items under Strand A & C

This will show your spend to date in the year by cost item

This will show how much you have left to spend in the year by cost item

This will show total spend on direct and direct costs in the year to date

This will show how much you have left to spend in the year for direct cost

This will show quarterly spend for direct and indirect costs

This will show total spend on direct and indirect costs in the year to date

This will show how much you have left to spend in the year for Strand A & C

Direct Costs Strand A and C	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Spend YTD	Balance
Direct Staffing Costs							
Staff Salary Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Recruitment Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff T&C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Programme Costs							
Venue Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Programme Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tutor Sessional Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Programme Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Programme Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct Costs A&C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs Strand A and C							
Indirect Staffing Costs							
Staff Salary Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Recruitment Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff T&C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Indirect Staffing Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overhead Costs							
Advertising and Publicity Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rent/rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Light/heat	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Programme Based	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administration Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Once off set up Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Management Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Indirect Costs A&C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct & Indirect A&C	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Direct Costs Strand B	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Spend YTD	Balance
Direct Staffing Costs							
Salary Staffing Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Recruitment Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Staff Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overhead Costs							
Management Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising and Publicity Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rent/rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Light/heat	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Programme Based	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administration Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Overhead Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Strand B Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00

This will show how much you have left to spend in the year for Strand B

This will show how much you have left to spend in the year by cost item

This will show your total annual allocation for all strands

This will show your quarterly spend for all strands

This will help you track your quarterly 75/25 direct/indirect split

This will help you track your annual 75/25 direct/indirect split to date. A red indirect percentage means you are in breach of the rule

This will show your Strand B costs (if applicable) as a percentage of your overall costs

Total Costs A, B & C	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	End of Year
Total Costs A, B & C	0.00	0.00	0.00	0.00	0.00	0.00
Strand A and C Direct Costs	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0
Strand A and C Indirect Costs	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0
Strand A & C Direct and Indirect Costs	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0
Strand B Costs % of Overall Costs	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0	#DIV/0! 0
Underspend/Overspend	0.00	0.00	0.00	0.00	0.00	0.00

This will help you see whether you have overspent or underspent against your quarterly allocation

This will show how much spend you have left for the year across all strands. A red minus figure means you have overspent for the year. A surplus figure at the end of the year means you have an underspend. This must be returned to the ETB