



Rialtas na hÉireann
Government of Ireland



UBU Your Place Your Space

Policy and Operating Rules

Department of Children and Youth Affairs
2019



Rialtas na hÉireann
Government of Ireland

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Department of Children and Youth Affairs
Block 1, Miesian Plaza
50–58 Baggot Street Lower
Dublin 2 D02 XW14
t: +353 01 647 3000
e: contact@dcya.gov.ie
w: www.dcya.gov.ie

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UBU Your Place Your Space

Policy and Operating Rules



Contents

| | |
|---|-----------|
| Glossary of Terms | 5 |
| Acronyms | 9 |
| Document Overview | 10 |
| Aims of this policy and rules document | 10 |
| Scope and purpose of this policy and and rules document | 10 |
| How to use this document | 10 |
| User guides | 11 |
| Amendments to this policy document | 11 |
| Part One Welcome to UBU Your Place Your Space | 12 |
| Executive summary | 12 |
| Chapter 1 Introducing UBU Your Place Your Space | 13 |
| 1.1 Mission statement of UBU Your Place Your Space | 13 |
| 1.2 Vision | 14 |
| 1.3 Values | 14 |
| 1.4 Goals and objectives | 15 |
| 1.5 The seven personal and social development outcomes | 17 |
| 1.6 Target group | 19 |
| 1.7 Types of youth services funded under the UBU Your Place Your Space | 20 |
| 1.8 Policy, funding and service delivery cycle for the UBU Your Place Your Space | 21 |
| 1.9 Implementation approach | 24 |
| Chapter 2 Background to UBU Your Place Your Space | 25 |
| 2.1 Scheme background and policy context | 25 |
| 2.2 The UBU Your Place Your Space scheme and the youth funding landscape | 29 |
| Part Two The Funding Scheme In Action | 31 |
| Chapter 3 Identifying and Prioritising Needs | 31 |
| 3.1 Area Profile Needs Assessment and Service Requirements (APNASR) | 32 |
| 3.2 Service Requirement | 32 |
| 3.3 DCYA's role and responsibilities in relation to the APNASR tool | 33 |
| 3.4 ETB's role and responsibilities in completion of the APNASR tool | 34 |
| 3.5 Youth service role in relation to the APNASR tool | 34 |
| Chapter 4 The Application Process | 35 |
| 4.1 Application to the UBU Your Place Your Space scheme policy cycle | 35 |
| 4.2 Process for applying for funding – currently funded youth services | 36 |
| 4.3 The minimum eligibility criteria for entry into the UBU Your Place Your Space | 36 |

| | |
|---|-----------|
| Chapter 5 How Funding Decisions Are Made | 38 |
| 5.1 Assessment criteria for full UBU Your Place Your Space compliance | 38 |
| 5.2 The Red-Amber-Green (RAG) grading system for applications | 40 |
| 5.3 Application of the RAG system | 40 |
| 5.4 UBU Your Place Your Space scheme renewals | 41 |
| 5.5 Specific rules for stakeholders in relation to the application process | 42 |
| 5.6 Discontinuation of RYFS and TYFS funds | 42 |
| 5.7 New service providers/organisations | 43 |
| 5.8 Appeals process | 43 |
| Chapter 6 Funding Strands and Service Delivery | 44 |
| 6.1 Types of youth services funding under UBU Your Place Your Space | 45 |
| 6.2 Type of service delivery within Strand A | 46 |
| 6.3 Rules for service delivery types under Strand A funding | 46 |
| 6.4 Rules about funding for frontline practitioners for Strand A UBU Your Place Your Space scheme-funded youth services | 47 |
| 6.5 Rules on types of provision delivered through Strand B funding | 49 |
| 6.6 Rules on types of provision delivered through Strand C funding | 50 |
| 6.7 Service delivery rules | 51 |
| 6.8 Rules relating to multiple funding sources, collaborative work and interagency collaboration | 52 |
| Chapter 7 Financial Requirements | 53 |
| 7.1 Introduction | 53 |
| 7.2 Financial rules per the three funding strands A, B and C | 53 |
| 7.3 “Indirect” costs eligible under the UBU Your Place Your Space (Strand A and C) | 55 |
| 7.4 The rules relating to spending on indirect costs under UBU Your Place Your Space | 55 |
| 7.5 The rules relating to spending on costs under the UBU Your Place Your Space scheme | 56 |
| 7.6 UBU Your Place Your Space costs responsibilities | 57 |
| 7.7 Working with partners on UBU Your Place Your Space funded youth services | 58 |
| 7.8 Staff and resources co-funded by other funding sources | 58 |
| 7.9 Annual budget planning | 58 |
| 7.10 Making changes to approved annual budgets | 58 |
| 7.11 Payment of funds for youth services by ETBs | 59 |
| 7.12 Payments calendar | 59 |
| 7.13 Unspent UBU Your Place Your Space funds | 60 |
| 7.14 Recording and reporting spend | 60 |
| 7.15 Audit and verification visits | 61 |

| | |
|--|-----------|
| Chapter 8 Branding Requirements and GDPR | 62 |
| 8.1 The brand | 62 |
| 8.2 Branding rules | 62 |
| 8.3 Publicising UBU Your Place Your Space | 64 |
| 8.4 Acknowledging the source of the UBU Your Place Your Space scheme funding | 64 |
| 8.5 Logos funded by the UBU Your Place Your Space | 64 |
| 8.6 Information and data security measures | 64 |
| Part Three UBU Your Place Your Space Measuring, Monitoring and Managing | 65 |
| Chapter 9 Performance Oversight and Engagement Framework | 65 |
| 9.1 Performance oversight and engagement with UBU Your Place Your Space scheme-funded youth services | 66 |
| 9.2 Performance oversight data collection tools | 68 |
| 9.3 The roles and responsibilities in performance oversight and engagement | 72 |
| 9.4 Funded organisations not delivering on their action or workplan | 74 |
| Chapter 10 Legal Governance of the Scheme | 75 |
| 10.1 Purpose of the governance structure | 75 |
| 10.2 Aims of the governance structure | 75 |
| 10.3 Stakeholders in the governance structure | 75 |
| 10.4 Service Level Agreements | 76 |
| 10.5 Rules for UBU Your Place Your Space scheme-funded stakeholders as per SLAs | 76 |
| Appendix 1 – Explanation of “out-of-school provision” | 80 |
| Appendix 2 – UBU Your Place Your Space strategic design process | 81 |

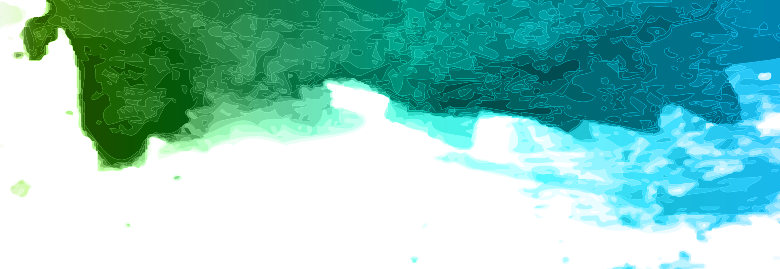


Glossary of Terms

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

| Term | Description |
|-----------------------------|--|
| Advocacy | Act or process of supporting young people to find their voices and to be empowered to deal with youth services and organisations. |
| Apportionment policy | Sharing out central costs properly and fairly between the various youth services/activities being delivered by the funded organisation in a logical manner. |
| 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. (See Chapter 6 for more detail.) |
| Detached work | Detached youth work is a form of youth work provision that operates without the use of a centre and takes place where young people “are at” both geographically and developmentally. Detached work is a method of delivering informal and social education and is concerned with addressing whatever needs are presented to or perceived by the youth worker. |
| ETB functional area | County or counties for which an ETB is responsible in supporting the provision, coordination, administration and assessment of youth work and youth services. |
| Funded organisation | A legal entity which meets the eligibility criteria and requirements to enter and remain in the UBU Your Place Your Space scheme and consequently receives UBU Your Place Your Space funding. |
| Governance | Involves having in place systems and processes to ensure that an organisation achieves its objectives with integrity and is managed in an effective, efficient, accountable and transparent way. |
| Governance structure | The organisational arrangements that services operate under. |
| Grant | A financial provision for a particular activity or service administered or undertaken by an outside body, including agencies, companies, committees, advisory groups, charities or individuals. It ranges from grants to State bodies to undertake their statutory functions to specific grant schemes operated by Government Departments or other bodies in receipt of exchequer funding. |
| Grantee | An entity that receives a grant. |

| | |
|---|--|
| Grantor | An entity that makes a grant. |
| Informal learning | Learning resulting from daily activities related to work, family or leisure. It is not organised or structured (in terms of objectives, time or learning support). Informal learning in most cases is unintentional from the learner's perspective. It typically does not lead to certification. |
| Input | Resource that goes into a youth service, including staff time, funding, materials, equipment and volunteers' time. |
| Intermediary | An entity that acts as a third party between two or more end points in a communication or transaction, such as between grantor and grantee. |
| 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 Chapter 6 for more detail). |
| Logic model | Graphic representation of a youth service or a funding scheme, showing the intended relationships between inputs, activities, outputs and outcomes. |
| Memorandum of understanding | An agreement made between two or more parties which is outlined in a formal document. |
| Non-formal learning | Non-formal learning is an organised educational process that is complementary to mainstream systems of education and training, and does not typically lead to certification. |
| National Quality Standards Framework (NQSF) for youth work | A support and development tool with the aim of assisting youth work organisations to identify strengths and areas for development in their services and to benchmark progress accordingly. |
| Outcomes | The results that are produced from programme outputs. |
| Output | The specific numbers of sessions, numbers of young people, and completed programmes. |



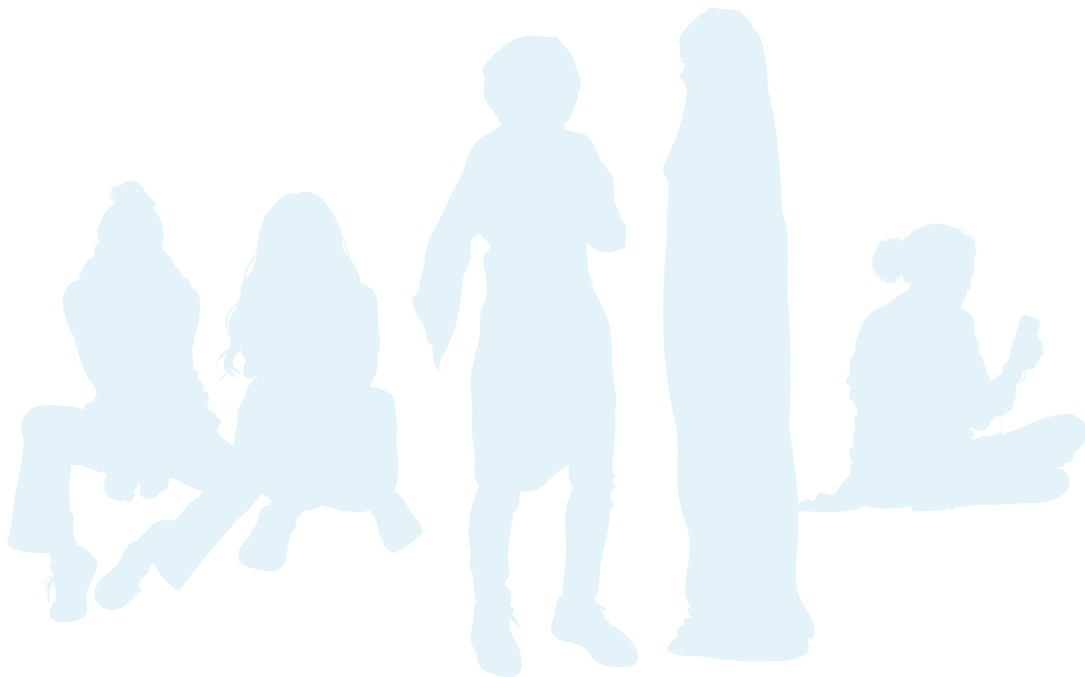
| | |
|---|--|
| Outreach work | Outreach work is a method of making contact with young people and encouraging them to avail of the services on offer in a youth service. Outreach work (as distinct from detached or street work) has a clear aim of encouraging young people to come to the youth service's premises. |
| Partner organisation | An entity that works with a UBU Your Place Your Space scheme-funded organisation to deliver the approved services to young people. The partner organisation may or may not directly receive funding through the scheme. |
| Programme | A set of activities or initiatives delivered for/with young people with a particular aim which forms the basis of the operation of a youth service or a service for a specific amount of time. |
| Referral | The process of directing or redirecting 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. |
| Rights-based provision | In line with national and international policy, legislation and conventions, children under the age of 18 are "rights-holders" and their rights should be protected, respected and realised as part of service provision. |
| Rule | One of a set of explicit regulations governing procedure within an area of activity that must be adhered to. |
| Youth service | The activities, interventions and supports provided by a UBU Your Place Your Space scheme-funded organisation. Normally a service is where one legal entity (which used to have several funded youth services YP/SPY/LDTFs) works under the one auspice in a defined geographic area. |
| Service area | These are the set of needs of the youth living within a geographical area of an ETB. They are determined by the use of the Area Profile Needs Assessment Tool. |
| Street work | Working with young people delivering programmes and activities with a view to supporting them to access services delivered in centres/buildings. |
| Suitably experienced and qualified staff | Staff who are assessed by their employer as having the relevant qualifications and the required level of experience to carry out the role to the required standard. |
| Venue hire | Hiring of premises to run programmes/events. |

Youth organisation This is a type of organisation that provides activities and socialisation for young people.

Young person A person aged 10 to 24 years old.

Youth work A planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young people through their voluntary participation, and which is –

- (a) complementary to their formal, academic or vocational education and training; and
- (b) provided primarily by voluntary youth work organisations.





Acronyms

| | |
|---------------|--|
| APNASR | Area Profile Needs Assessment and Service Requirements |
| CAMHS | Child and Adolescent Mental Health Services |
| CES | Centre for Effective Services |
| CYPSC | Children and Young People's Services Committee |
| DCYA | Department of Children and Youth Affairs |
| DPER | Department of Public Expenditure and Reform |
| ETB | Education and Training Board |
| ETBI | Education and Training Boards Ireland |
| GDPR | General Data Protection Regulation |
| IT | Information technology |
| LDTF | Local Drugs Task Force projects |
| LGBTI+ | Lesbian, Gay, Bisexual, Transgender and Intersex |
| NQSF | National Quality Standards Framework |
| PRSI | Pay Related Social Insurance |
| RYFS | Revised Youth Funding Scheme |
| SLA | Service Level Agreement |
| SPY | Special Projects for Youth |
| TYFS | Transition Youth Funding Scheme |
| UBU | UBU Your Place Your Space |
| VFMPR | Value for Money and Policy Review of Youth Programmes |
| YPFSF | Young People's Facilities and Services Fund |

Document Overview

Aims of this policy and rules document

- Ensure the quality of implementation of **UBU Your Place Your Space** and to enhance the outcomes for young people aged 10–24 years of age.
- Clearly communicate the operating rules with key stakeholders.
- Support a consistent, transparent and shared understanding of **UBU Your Place Your Space** among stakeholders.
- Provide clarity around the target group, types of youth services and location of youth services.
- Clarify key roles, responsibilities, structures and timelines regarding administration, governance, delivery, publicity, and performance oversight and management.
- Enhance accountability in the DCYA, ETBs and funded organisations for the implementation of **UBU Your Place Your Space**.
- Support transparency around what **UBU Your Place Your Space** is set up to achieve and how stakeholders will achieve the expected outcomes.
- Develop understanding among stakeholders of eligibility for funding and how **UBU Your Place Your Space** funds can be spent.

Scope and purpose of this policy and and rules document

The rules outlined in this document apply only to **UBU Your Place Your Space**. These rules do not relate to any other DCYA funding schemes, or schemes funded in other Government Departments.

The first two chapters seek to give the reader a high-level overview of the scheme which goes live in 2020. The subsequent chapters 3, 4 and 5 detail the process to be used to identify the needs of young people, how to apply for funding and how an application is assessed. Later chapters 6, 7 and 8 detail how **UBU Your Place Your Space** funds are to be managed and reported upon while chapters 9 and 10 detail the required oversight and performance management tools and legal governance of the scheme.

The DCYA recognises that additional supports will be required during the first funding cycle of the scheme and these are outlined in the implementation plan for **UBU Your Place Your Space**.

How to use this document

This document provides the operating rules that each individual either seeking funding or in receipt of funding can refer to at any time when applying for funding or throughout the course of their work. This policy and operating rule book is required to ensure the successful, effective and consistent implementation of **UBU Your Place Your Space** by all stakeholders. **UBU Your Place Your Space** is operational from July 2020.

User guides

User guides are available to detail the regularly recurring work processes and tasks that must be followed by the DCYA, ETBs, funded organisations and funded youth service staff in relation to **UBU Your Place Your Space**.








Amendments to this policy document

Information in this policy and rules document was accurate at the time of writing. Aspects of **UBU Your Place Your Space** are subject to further development and continuous improvement during the first cycle of its implementation, 2020 to 2023. Areas for further refinement include quality, outcomes, incorporating the voice of the young person, scheme evaluation, development of an evidence forum and developing a mechanism through which service reviews may be carried out.

This policy and the operating rules contained within it are likely to develop and change. New policies and structures may emerge. The DCYA will communicate any subsequent developments to **UBU Your Place Your Space** stakeholders, through Department-issued memos, or circulars and through the scheme website on an ongoing basis.

Please visit the scheme website for the current version of this document (ubu.gov.ie). 

LEGEND FOR THIS POLICY DOCUMENT

-  INFO: PROVIDES THE POLICY CONTEXT
-  UBU YOUR PLACE YOUR SPACE POLICY RULE TO BE IN COMPLIANCE WITH FOR UBU YOUR PLACE YOUR SPACE ENTRY IN 2020
-  UBU YOUR PLACE YOUR SPACE POLICY RULE TO BE IN COMPLIANCE WITH BY THE END OF 2021
-  BEST PRACTICE RECOMMENDATION
-  REMEMBER THIS - IMPORTANT FOR THE APPLICATION PROCESS
-  DOWNLOADABLE FROM THE UBU YOUR PLACE YOUR SPACE WEBSITE
-  PROCESS IS DETAILED FURTHER IN THE USER MANUAL

Please note that this legend is intended as an indicative guide only. The full set of documentation for **UBU Your Place Your Space** should be considered in order to fully understand the scheme.

Part One Welcome to UBU Your Place Your Space

Executive summary

This document is presented in the context of the existing excellent work and continued commitment of youth services, Education and Training Boards (ETBs) and Government Departments to support the best possible outcomes for young people in Ireland. The process of designing **UBU Your Place Your Space** has been based on the recognition that these organisations are the cornerstone of youth provision in this country and the work they do is invaluable. This document acknowledges the crucial roles played by youth service staff and the many volunteers who give so generously of their time and energy to help and guide our young people. **UBU Your Place Your Space** further acknowledges the significant role and responsibility that the youth sector plays in supporting young people, particularly those who experience a greater burden of life's challenges. Accordingly, it is the role of the Department of Children and Youth Affairs to ensure that the policy and governance environment in which this funding is used is fit for purpose and enables all stakeholders to do the best job possible for our young people.

This policy document outlines the key rules and policy context to inform the effective, consistent and transparent implementation of the recently rebranded targeted youth funding scheme, now known as "**UBU Your Place Your Space**".

The mission of **UBU Your Place Your Space** is to provide out-of-school supports to marginalised, disadvantaged or vulnerable young people (aged between 10 and 24) in their communities to enable them to overcome adverse circumstances and achieve their full potential. These supports must be provided in line with the values, goals, objectives and rules of the scheme and in response to the needs of young people as identified by the Education and Training Boards (ETBs).

The reform of previous funding schemes comes after a comprehensive review of youth programmes in Ireland, the key recommendations of which – in the [Value for Money and Policy Review of Youth Programmes](#) (VFMPR) – have been considered in the design of the **UBU Your Place Your Space** scheme while others form part of its implementation phase (see Appendix 2 – **UBU Your Place Your Space** strategic design process). Reform of a well-established community-based funding scheme is a complex task and we recognise that all improvements may not be incorporated from day one. For this reason, a model of continuous improvement is a fundamental principle of the scheme. There is an onus on the policy makers in the DCYA as well as all those funded under the scheme to engage and communicate the changes that will bring value to the services delivered. It is only with this continuous review and evaluation that we can deliver quality services and expect the best outcomes for young people.

Lessons from the first round of implementation of **UBU Your Place Your Space** will inform the continuous improvement of the scheme.

Chapter 1 Introducing UBU Your Place Your Space



FIGURE 1.1: YOUNG PEOPLE ARE AT THE CENTRE OF OUR MISSION

1.1 Mission statement of UBU Your Place Your Space¹

The mission statement of UBU Your Place Your Space is:

To provide out-of-school supports to young people in their local communities to enable them to overcome adverse circumstances and achieve their full potential by improving their personal and social development outcomes.

The mission statements of the Department of Children and Youth Affairs and the **UBU Your Place Your Space** scheme go hand-in-hand in ensuring that the best possible supports and services are delivered to young people.

The mission statement of the Department of Children and Youth Affairs is:

To lead the effort to improve the outcomes for children and young people in Ireland.

¹ The UBU Your Place Your Space scheme aligns with the *Better Outcomes, Brighter Futures policy, National Strategy on Children and Young People's Participation in Decision-Making, LGBTI+ and National Youth Strategy*.



VISION

1.2 Vision

In common with the aim of the *National Youth Strategy*, the vision of the **UBU Your Place Your Space** is that all young people are enabled to realise their maximum potential, by respecting their rights and hearing their voices, while protecting and supporting them as they transition from childhood to adulthood.



VALUES

1.3 Values

UBU Your Place Your Space has the following values which inform the scheme's delivery:

- Young people are free to participate in a wide range of quality non-formal educational activities, which address inequality, celebrate diversity, and promote inclusion.
- Provision is rights-based, and young person-centred, building on the strengths of young people while being flexible and attentive to their needs, and encourages a sense of belonging and ownership.
- The work is developmental and empowering with a view to encouraging young people to reach their full potential. This is generally through engagement in safe, mainly community-based, activities that are fun, as well as challenging and stimulating.
- The work emphasises relationship building, listening, trust, acceptance, patience, and respect. There is a focus on early intervention and prevention, and this can be therapeutic, when required.
- There is clarity of purpose, and practitioners should be critical and reflective in ensuring that their work is informed by evidence.
- Projects² to young people are maximised by promoting efficient, effective and transparent governance, management, and administrative arrangements that support quality work.

2 Projects are referred to in the values; however, in the rest of the document projects are referred to as youth services.



GOALS

1.4 Goals and objectives

The **UBU Your Place Your Space** scheme has two overarching goals, to be achieved through the attainment of specific objectives.

Goal 1

This goal is “to provide young person-centred, community-based and out-of-school youth services to young people in need of support”.

The objectives supporting the achievement of Goal One are to:

1. Co-produce with young people the personal and social development outcomes that contribute to improvements in their situation.
2. Improve outcomes for young people in a range of policy areas, e.g. health, education.
3. Improve access for young people to informal and non-formal educational, developmental, recreational and cultural opportunities.
4. Involve young people in the design, development, delivery and evaluation of youth projects.
5. Respond to changing needs, adopt a learning approach, and be subject to ongoing review and monitoring.
6. Be informed by a comprehensive geographical and thematic needs assessment that draws on local and national data, as well as local knowledge.
7. Provide quality youth projects that use evidence-informed youth work and other informal and non-formal educational practices and approaches.
8. Provide safe, welcoming, non-judgemental spaces in areas of disadvantage which provide opportunities and challenges that enable young people to develop their personal and social development outcomes.

Goal 2

This goal is “to ensure that each layer of the governance structure adds value to the direct work with young people”. In the context of the UBU funding scheme, these layers include DCYA, Education and Training Boards (ETBs) and funded organisations.

To support the achievement of Goal Two of the **UBU Your Place Your Space** scheme, the following objectives have been specified:

1. Establish and review the criteria for entering and remaining in the **UBU Your Place Your Space** scheme.
2. Communicate and collaborate with all stakeholders to achieve the best possible outcomes for the target group.
3. Promote efficient and transparent governance, management, and administrative arrangements to support high-quality work.
4. Resource governance arrangements that actively support implementation and have clearly outlined roles and responsibilities at each level of the governance structure.
5. Develop systems that minimise the administrative burden to workers and organisations.
6. Provide a range of measurement and oversight tools that enhance practice and help develop the evidence base for work with young people.
7. Build capacity at every level of the governance structure.

1.5 The seven personal and social development outcomes

In line with the substantial and growing evidence that developing social and emotional capabilities supports the achievement of positive life outcomes (including educational attainment, employment and health), the **UBU Your Place Your Space** scheme recognises this theory of change. The VFMPR additionally states: “Capabilities such as resilience, communication, and negotiation are also increasingly cited as being the foundations of employability. Evidence shows that approaches that focus on building social and emotional capabilities such as these can have greater long-term impact than ones that focus on directly seeking to reduce the “symptoms” of poor outcomes for young people”.³ Listed below are the seven outcomes, as identified in the VFMPR (2014), which, on the balance of evidence, should deliver improvements across the range of needs domains covered by the **UBU Your Place Your Space** scheme:



FIGURE 1.2 THE SEVEN OUTCOME AREAS

3 Value for Money and Policy Review of Youth Programmes (2014, p. 161), Department of Children and Youth Affairs.

1. Communication skills – essential for a successful transition to work or training, for independence, and to access a range of life opportunities, to attainment, in forming positive relationships and in reductions in re-offending.

2. Confidence and agency – enable young people to recognise that they can make a difference to their own lives and that effort has a purpose, and is important to key outcomes such as career success. There is evidence of a link between positive outcomes and self-confidence.

3. Planning and problem-solving – alongside resilience, provides young people with a “positive protective armour” against negative outcomes associated with risky life events. Problem-solving has also been shown to be associated with the ability to cope with stresses in life.

4. Relationships – an effective mechanism for getting young people involved in positive activities through valued personal relationships with peers, adults or siblings. A beneficial change in young people’s relationships with other adults through their participation in positive activities can be transferred to academic learning and may lead to better outcomes.

5. Creativity and imagination – related to resilience and wellbeing. Creativity can have a positive impact on both self-esteem and overall achievement.

6. Resilience and determination – if society intervenes early enough, it can improve cognitive and socio-economic abilities and the health of disadvantaged children. Effective early interventions can promote schooling, reduce crime, foster workforce productivity and reduce teenage pregnancy. Self-discipline has been highlighted as a vital factor in building academic achievement, significantly better than intelligence quotient (IQ).

7. Emotional intelligence – associated with the ability to manage feelings by knowing one’s own emotions, as well as recognising and understanding other people’s emotions. This is vital in managing relationships (e.g. managing the emotions of others).



TARGET GROUP

1.6 Target group

As described in the *National Youth Strategy*, young people aged between 10 and 24 years old who are experiencing marginalisation or are disadvantaged or vulnerable are the primary target group for youth services funded by **UBU Your Place Your Space**. These young people can be from one or any combination of the following groupings:

Young people experiencing economic, social and cultural disadvantages.

- Young people who live in communities with high concentrations of families/individuals who:
 - » Are dependent on social welfare or have low incomes; experience intergenerational unemployment;
 - » Have high levels of addiction; or come from one-parent families.
- It also includes young people who come from situations of family breakdown and low educational attainment, including young people who live in communities with a deprivation score of below minus ten.

Young people experiencing marginalisation whose specific circumstances limit their opportunities including, but not limited to:

- **Young carers;**⁴
- **Travellers & Roma;**⁵
- **Immigrants (or migrants);**
- **Young people with disabilities:** The Disability Act (2005)⁶ defines disability as a “substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment”.
- **Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI+) young people.**

Young people who are vulnerable or at risk of not flourishing including, but not limited to:

- Young people in or leaving care;
- Young people experiencing or involved in substance misuse;
- Young people with little or no formal structure in their lives (for example, young people not in education, training or employment);
- Young people experiencing rural isolation; and
- Young people experiencing homelessness.

4 Central Statistics Office (2019) Young Carers. Dublin: Central Statistics Office. Available at: <http://census.ie/and-communities/young-carers/> [Accessed 05/04/2019]. Irish Statute Book (2000) Equal Status Act 2000. Dublin: Office of the Attorney General.

5 Department of Justice and Equality (2017) *National Traveller and Roma Inclusion Strategy 2017-2021*. Dublin: Department of Justice and Equality and The European Commission and the Council of Europe tend to use “Roma” as an umbrella term to refer to a number of different groups (such as Roma, Sinti, Kale, Gypsies, Romanichels, Boyash, Ashkali, Egyptians, Yenish, Dom and Lom) and also include Travellers, without denying the specificities and varieties of lifestyles and situations of these groups.

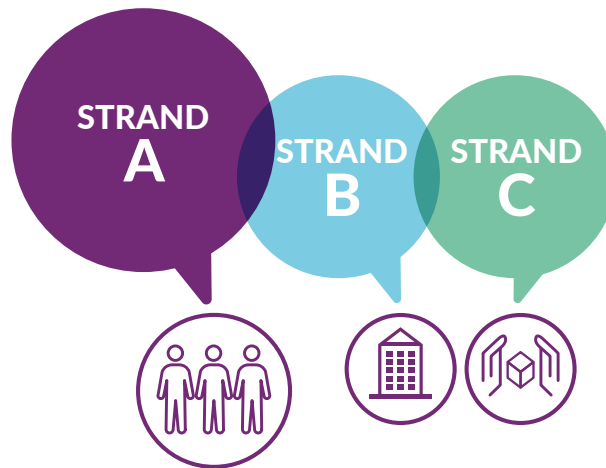
6 Irish Statute Book (2005) *Disability Act 2005*. Dublin: Office of the Attorney General.



TYPES OF SERVICES

1.7 Types of youth services funded under the UBU Your Place Your Space

The three strands of funding that organisations can apply to include those which fund 1) organisations to deliver youth services directly to the target groups of young people per the **UBU Your Place Your Space** scheme rules (Strand A), 2) access to facilities (Strand B) and 3) capacity building (Strand C).



In summary the three types of funding strands available are:

| | |
|--|--|
| <p>Strand A: Services for Young People</p> | <p>Funding for the direct delivery of youth services, on either a geographic or thematic basis, to the target group of young people for the UBU Your Place Your Space scheme and the operational costs associated with this provision.</p> |
| <p>Strand B: Access to Youth Facilities</p> | <p>Funding to support access for the target group to <u>existing youth facilities</u> originally built using the Young People’s Facilities and Services Fund 1 and 2 (YPFSF 1 and 2)⁷ and to make provision for the use of office space for organisations funded under the scheme.</p> |
| <p>Strand C: Capacity Building</p> | <p>Funding for supports that build and strengthen the capacity of frontline practitioners/funded organisations to deliver youth services and services to young people in the UBU Your Place Your Space target group. These must <u>only be existing</u> and be youth services formerly funded under YPFSF 1 and 2, the Local Drugs Task Force scheme (LDTF) and Special Projects for Youth (SPY).</p> |

⁷ These schemes are two of the four schemes merged and reformed to create the **UBU Your Place Your Space** scheme.



1.8 Policy, funding and service delivery cycle for the UBU Your Place Your Space

Under the direction of the Minister, the Department of Children and Youth Affairs is the lead agency and grantor for the **UBU Your Place Your Space** scheme. The ETBs will act as the intermediary and will administer the funding to organisations to support the delivery of youth services. The **UBU Your Place Your Space** scheme is awarded to organisations through annual grant funding. The first policy and service delivery cycle for the **UBU Your Place Your Space** scheme is based on a 3.5-year process of youth service planning, implementation and review. Subsequent policy cycles will have a three-year term. The stages entailed in the policy, funding and service delivery cycle for the **UBU Your Place Your Space** scheme are illustrated in Figure 1.3.

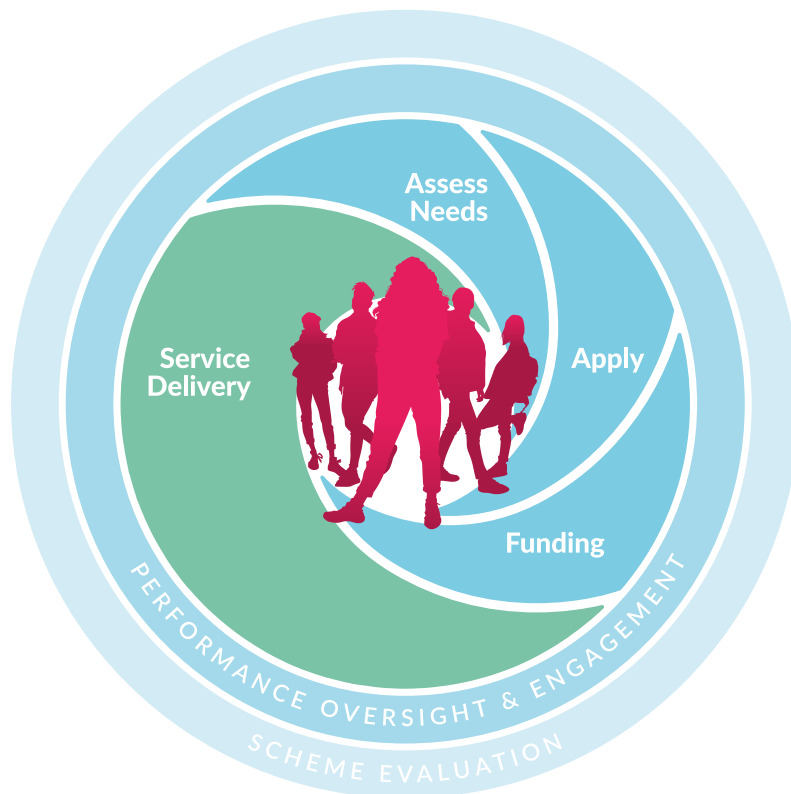


FIGURE 1.3: POLICY AND SERVICE DELIVERY CYCLE FOR THE UBU YOUR PLACE YOUR SPACE SCHEME

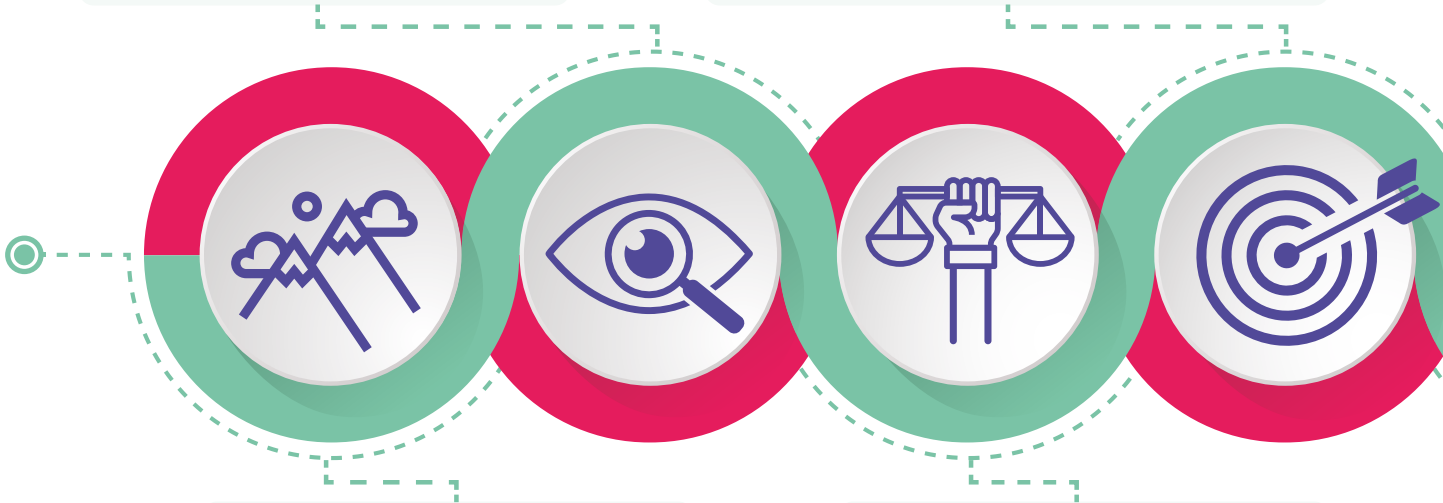
VISION

All young people are enabled to realise their maximum potential, by respecting their rights and hearing their voices, while protecting and supporting them as they transition from childhood to adulthood.

GOALS

(1) “to provide young person-centred, community-based and out-of-school youth services to young people in need of support”.

(2) “to ensure that each layer of the governance structure adds value to the direct work with young people”. In the context of the UBU funding scheme, these layers include DCYA, Education and Training Boards (ETBs) and funded organisations.



MISSION

To provide out-of-school supports to young people in their local communities to enable them to overcome adverse circumstances and achieve their full potential by improving their personal and social development outcomes.

7 VALUES

Young people are free to participate in a wide range of quality non-formal educational activities.

Provision is rights-based, and young person-centred.

Empowering young people to reach their full potential.

Community-based activities.

Relationship building, listening, trust, acceptance, patience, and respect with a focus on early intervention and prevention.

Clarity of purpose.

Projects are maximised by promoting efficient, effective and transparent governance, management, and administrative arrangements.



TARGET GROUP

Young people aged between 10 and 24 years old who are experiencing marginalisation or are disadvantaged or vulnerable are the primary target group for youth services funded by the UBU scheme.

POLICY, FUNDING & SERVICE DELIVERY CYCLE

The first policy and service delivery cycle for the UBU scheme is based on a 3.5-year process of youth service planning, implementation and review. Subsequent policy cycles will be a three-year term.

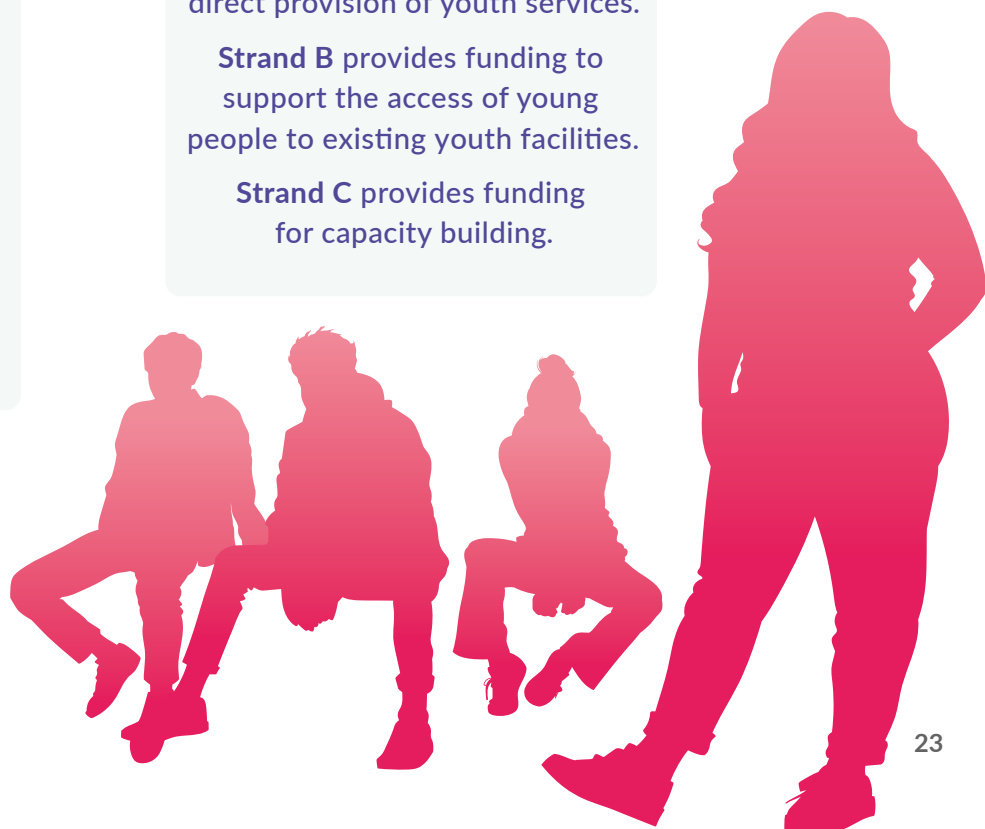


PERSONAL & SOCIAL OUTCOMES

- Communication Skills.
- Confidence & Agency.
- Planning & Problem Solving.
- Relationships.
- Creativity & Imagination.
- Resilience & Determination.
- Emotional Intelligence.

FUNDING STRANDS

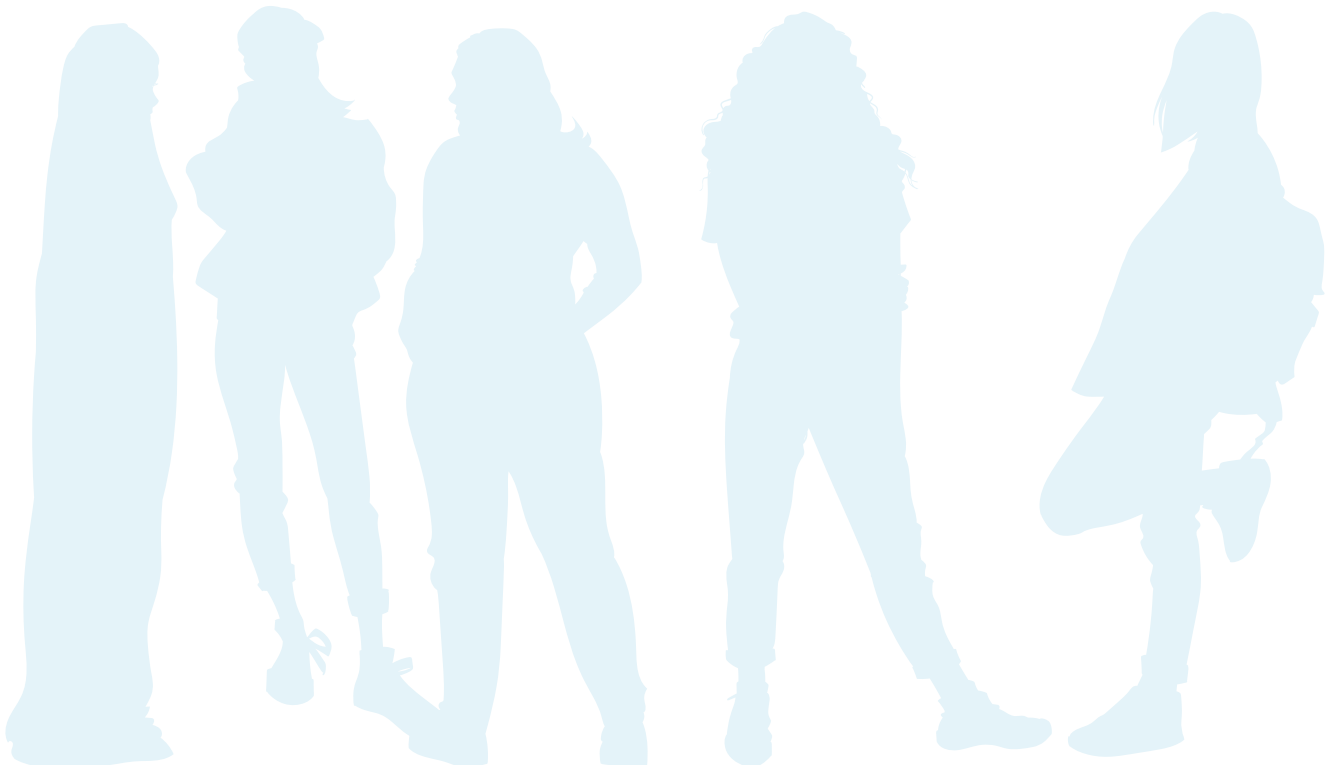
- Strand A provides funding for the direct provision of youth services.
- Strand B provides funding to support the access of young people to existing youth facilities.
- Strand C provides funding for capacity building.



1.9 Implementation approach

During the first cycle of implementation of the **UBU Your Place Your Space** scheme, the organisations funded under the previous four schemes can apply for funding based on a set of eligibility criteria and an application that addresses the service requirements set by the ETB. The DCYA's aim in taking this approach is to minimise disruption in the provision for young people and to ensure that organisations who meet the eligibility criteria and who hold relevant expertise are supported into the new scheme. Having met the eligibility criteria, funded organisations in receipt of **UBU Your Place Your Space** funding grants must meet all the assessment criteria for the **UBU Your Place Your Space** scheme (within a 12-month period of receiving funding) and deliver youth services to meet the needs of young people in a cost-effective way and utilising evidence-informed approaches. Where organisations are willing to make changes to their long-running service delivery models, the 12-month timeframe between previous and new funding schemes allows for the transition to occur (see Chapters 4 and 5 for further detail).

Chapter 2 provides an overview of the funding landscape into which the **UBU Your Place Your Space** scheme appears and the context from which it has been developed.



Chapter 2 Background to UBU Your Place Your Space

2.1 Scheme background and policy context

The UBU Your Place Your Space scheme was developed in line with recommendations from the *Value for Money and Policy Review of Youth Programmes* (2014)⁸ through the Department of Children and Youth Affairs (DCYA). A series of recommendations was made in relation to the redevelopment of a new scheme to replace the existing four schemes, outlined below in Figure 2.1. See Appendix 2 for a description of how the design of the scheme unfolded.

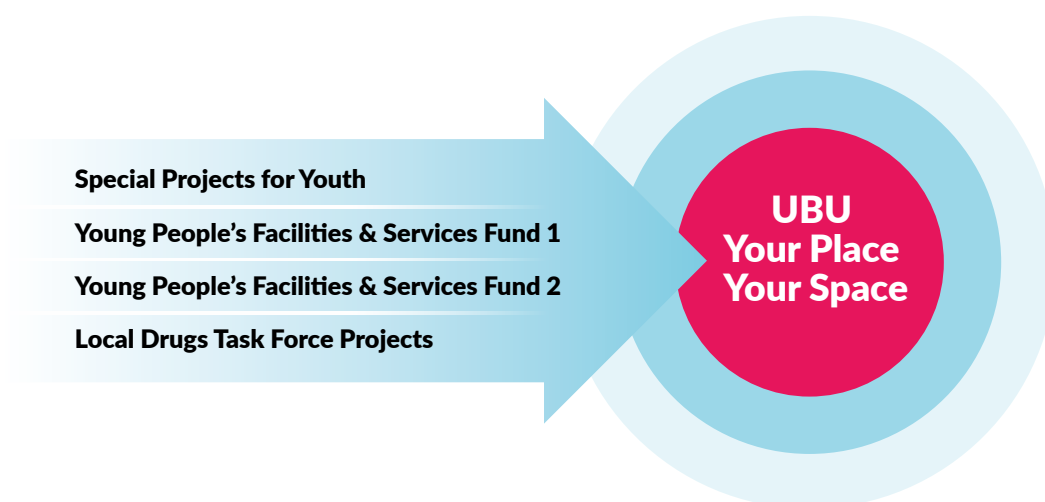


FIGURE 2.1: THE UBU YOUR PLACE YOUR SPACE SCHEME EVOLVED FROM FOUR EXISTING SCHEMES

In 2014 the Irish Government published **Better Outcomes, Brighter Futures: The national policy framework for children & young people 2015–2020**. The vision of the *Better Outcomes, Brighter Futures* policy is “to make Ireland the best small country in the world in which to grow up and raise a family, and where the rights of all children and young people are respected, protected and fulfilled; where their voices are heard; and where they are supported to realise their maximum potential now and in the future”.⁹

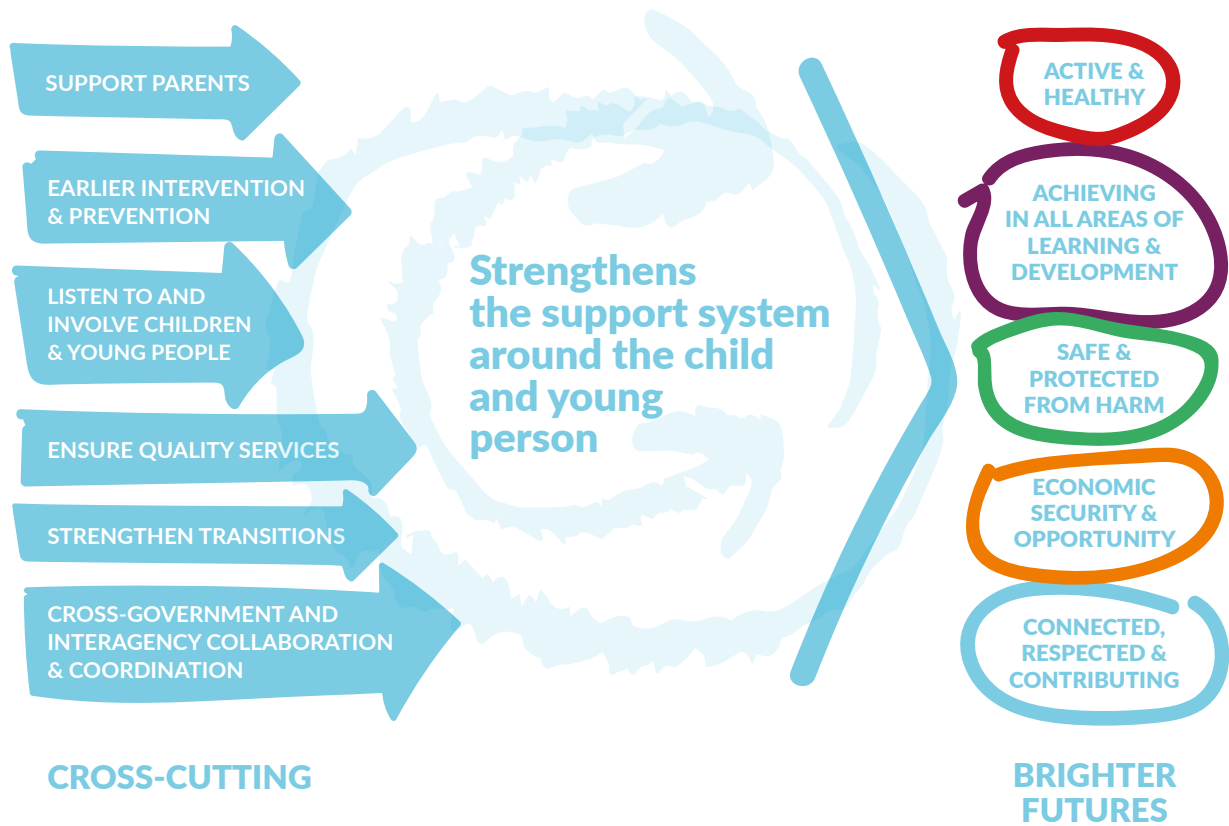
Better Outcomes, Brighter Futures is a whole-of-Government policy and underpins **UBU Your Place Your Space**. It operates across all Government Departments and Agencies and extends to statutory and non-statutory organisations that work with, and for, children and young people.

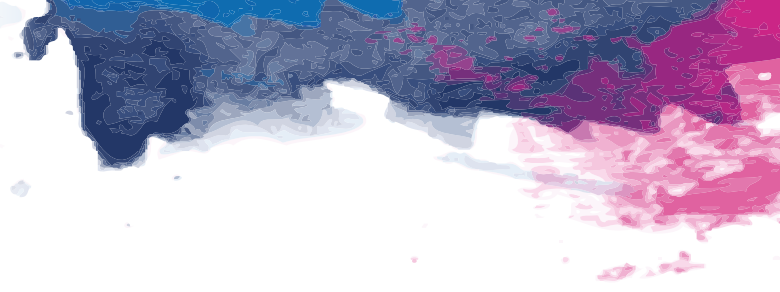
8 DCYA (2014) *Value for Money and Policy Review of Youth Programmes*. Dublin: Department of Children and Youth Affairs.

9 DCYA (2014) *Better Outcomes, Brighter Futures: The national policy framework for children & young people 2015–2020*. Dublin: Department of Children and Youth Affairs.

Better Outcomes, Brighter Futures: The National Policy Framework for Children and Young People identifies five national outcomes for children and six transformational goals to enable more children and young people to achieve the national outcomes. These goals aim to strengthen the support system around them to achieve across the national outcomes.

The **UBU Your Place Your Space** scheme is strongly aligned to the transformational goal of early intervention and prevention.





In 2015 the *National Youth Strategy 2015–2020* was published as a constituent strategy of the *Better Outcomes, Brighter Futures* policy.¹⁰ It aims to enable all children and young people aged 10 to 24 years old to realise their maximum potential by respecting their rights and hearing their voices, while protecting them as they transition from childhood to adulthood. The vision of **UBU Your Place Your Space** aligns with the aim of the *National Youth Strategy*. To achieve this aim, the strategy sets out ten objectives that link to each of the five national outcomes of the *Better Outcomes, Brighter Futures* policy. The *National Youth Strategy* also calls for the implementation of the recommendations set out in the *Value for Money and Policy Review of Youth Programmes* as foundational in the reform of youth funding schemes.

To support the implementation of the *National Youth Strategy*, and in turn the **UBU Your Place Your Space** scheme, the DCYA will progress enabling actions across the five national outcome areas for children and young people. These enabling actions are:

- Ensuring quality services for young people;
- Focusing on prevention and early intervention; and
- Improving coordination and collaboration among key stakeholders.

The publications of the *Better Outcomes, Brighter Futures* and *The National Youth Strategy* were also accompanied by the *National Strategy on Children and Young People's Participation in Decision-Making 2015–2020* and the *LGBTI+ National Youth Strategy 2018–2020*.¹¹

The goal of the *National Strategy on Children and Young People's Participation in Decision-Making* strategy is to ensure that children and young people will have a voice in their individual and collective everyday lives across the five national outcomes. The strategy is primarily aimed at children and young people under the age of 18, but also embraces the voice of young people in the transition to adulthood up to and including the age of 24 years old. The strategy focuses on the lives of children and young people and the places and spaces in which they are entitled to have a voice in decisions that affect their lives. The voices of children and young people have been a prominent feature of the design of the new scheme. The DCYA will build on this foundation by exploring and implementing appropriate structures and mechanisms to enable and support young people's participation in decision-making throughout the first policy cycle of the new scheme.

¹⁰ DCYA (2015) *National Youth Strategy: 2015–2020*. Dublin: Department of Children and Youth Affairs.

¹¹ DCYA (2015) *National Strategy on Children and Young People's Participation in Decision-Making 2015–2020*. Dublin: Department of Children and Youth Affairs; DCYA (2018) *LGBTI+ National Youth Strategy 2018–2020 LGBTI+ young people: visible, valued and included*.

The Lundy model of participation¹² has been adopted by the Irish Government to guide implementation of the *National Strategy on Children and Young People's Participation in Decision-Making* (Space:Voice:Audience:Influence). The strategy has an objective of children and young people having a voice in decision-making in schools, and the wider formal and non-formal education systems. Under this strategy, Government Departments and Agencies will consult with children and young people appropriately in the development of policy, legislation, research and services, with the support of the DCYA. The strategy also calls for incremental progress to be made on funding criteria for publicly funded programmes and schemes that are relevant to children and young people, requiring consultation with them. The fulfilment of the strategic commitments set out above will be progressed in the context of the **UBU Your Place Your Space** scheme during the first cycle in collaboration with Hub na nÓg.

UBU Your Place Your Space requires that the voice of the young person is central to how services are delivered.

The *LGBTI+ National Youth Strategy 2018-2020* aims to ensure that all LGBTI+ young people are visible and valued, and to create a safe, supportive and inclusive environment for LGBTI+ young people. One of the objectives of the strategy is to make all youth services more inclusive of LGBTI+ young people and provide accessible LGBTI+ youth services nationally. Specifically, this includes an action to ensure that all youth services in receipt of public funding have a policy on the inclusion of LGBTI+ young people. Additionally, a further action is to address gaps in provision, with particular reference to access to services and groups in rural areas.

The strategy "*Reducing Harm, Supporting Recovery - a health led response to drug and alcohol use in Ireland 2017-2025*." sets out the direction of government policy on drug and alcohol use until 2025. The aim of this strategy is to provide an integrated public health approach to drug and alcohol use, focused on promoting healthier lifestyles within society. The strategy includes an action specifically related to youth service provision under strategic action number 1.2.8 to 'improve services for young people at risk of substance misuse in socially and economically disadvantaged communities'. The implementation of **UBU Your Place Your Space** will support delivery of this action. Chapter 3 provides more detailed information on how young people in need of **UBU Your Place Your Space** scheme support are identified.

12 Laura, Lundy (2007) "'Voice' is not enough: conceptualising Article 12 of the United Nations Convention on the Rights of the Child", *British Educational Research Journal*, 33:6, 927-942, available at: <http://dx.doi.org/10.1080/01411920701657033>

2.2 The UBU Your Place Your Space scheme and the youth funding landscape

The **UBU Your Place Your Space** scheme operates in a complex policy and funding landscape and is influenced by several DCYA and other related Government policies and strategies, including for example, those of the Department of Education and Skills, TUSLA, Department of Health and the Health Service Executive. There are several policies, schemes and structures directly working to improve outcomes for young people. Not all of these funds are active within the same “targeted” space as the **UBU Your Place Your Space** scheme. There are also issue-based, cross-Government strategies that the **UBU Your Place Your Space** scheme supports and is influenced by. A sample of these are named in Figure 2.2 below.

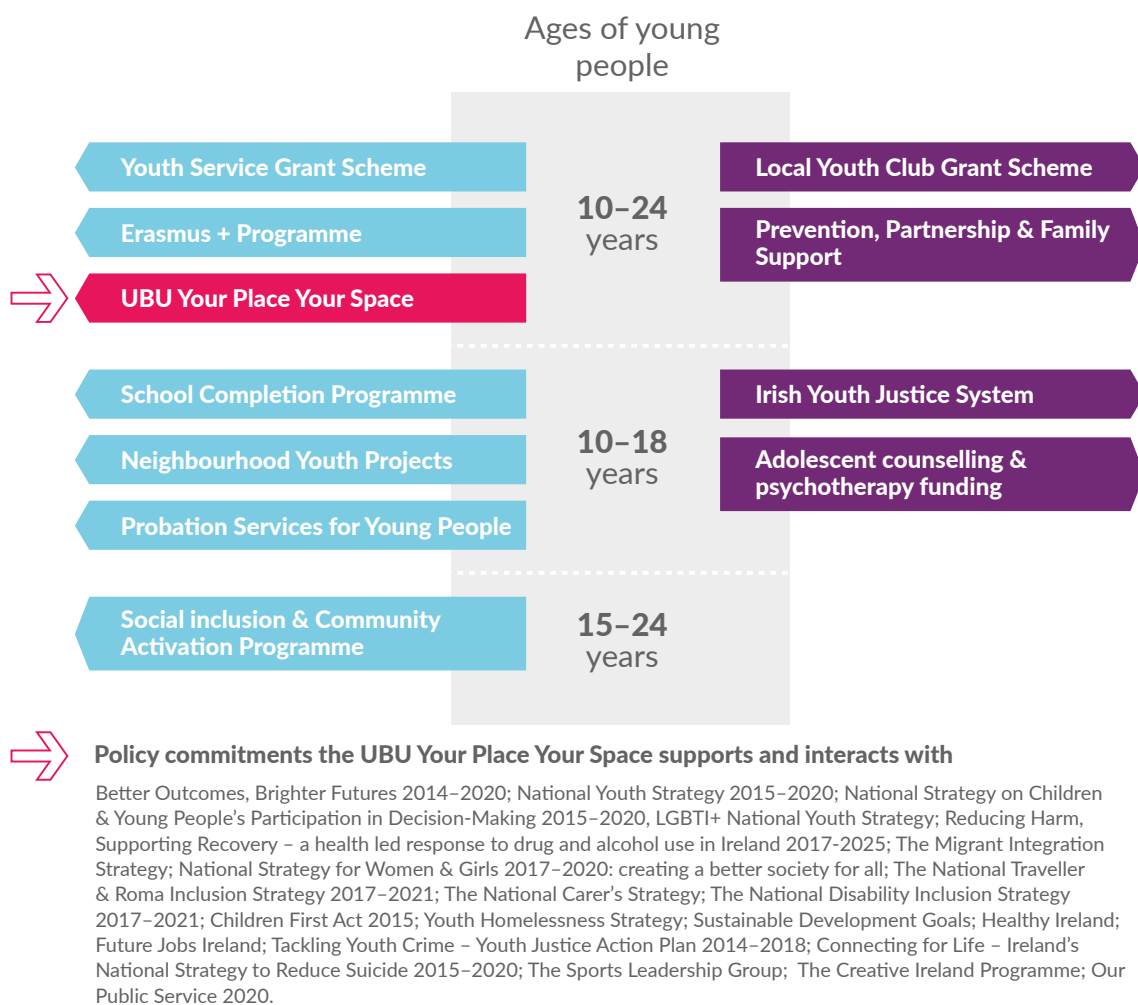


FIGURE 2.2: A SAMPLE OF THE YOUTH FUNDING SCHEMES

The **UBU Your Place Your Space** scheme will operate in an environment where specialised services are often active along with universal provision in the same geographical areas. It is recognised that the regional uptake of the **UBU Your Place Your Space** scheme and the historical presence of the precursor funds vary greatly across the country. It is policy intent that the **UBU Your Place Your Space** scheme becomes increasingly needs based. The scheme is being introduced in a manner that causes the least amount of disruption to the delivery of services to young people and is based on a continuous improvement model, which is reliant on the cooperation and involvement of the stakeholders of the scheme to be effective.

The **UBU Your Place Your Space** scheme is going live in an environment where NQSF is already operational and provides an important backdrop to the scheme. A review carried out in 2017 highlighted some areas for improvement which when revised will shape an evolved NQSF that future developments of the **UBU Your Place Your Space** scheme will aim to build upon. During the first cycle of the **UBU Your Place Your Space** scheme, ETBs may continue to use the NQSF processes.



Part Two The Funding Scheme In Action

Chapter 3 Identifying and Prioritising Needs

The VFMPR highlighted the importance of ensuring that the needs of young people are central to the UBU Your Place Your Space and that it identifies and responds appropriately to these needs. This chapter provides an overview of the process and rules relating to how the UBU Your Place Your Space scheme identifies and prioritises the needs of young people.

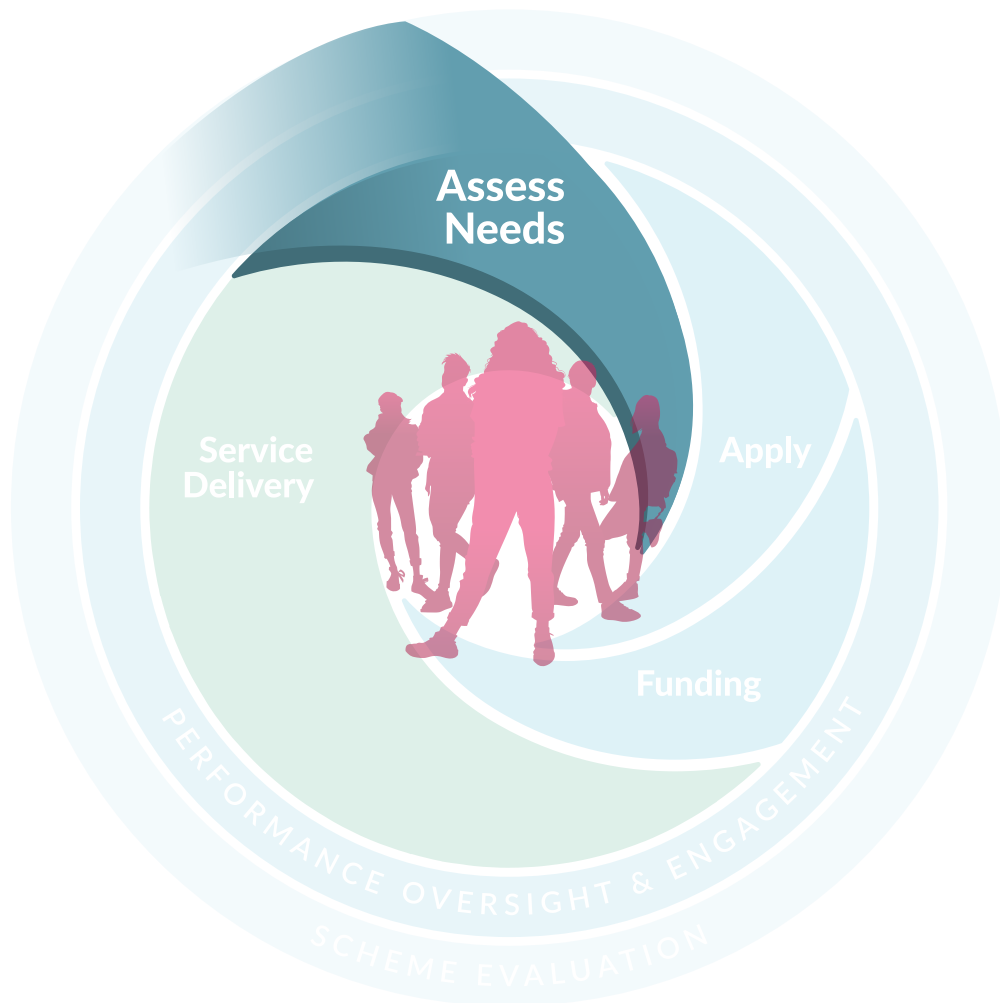


FIGURE 3.1: THE APNASR PROCESS IS THE FIRST STEP TO ENSURE THE SERVICE DELIVERED BY THE UBU YOUR PLACE YOUR SPACE SCHEME IS APPROPRIATE

3.1 Area Profile Needs Assessment and Service Requirements (APNASR)

In order to create an understanding of the environment, circumstances and needs of young people in specific communities, the **UBU Your Place Your Space** process begins each funding cycle by carrying out a systematic needs assessment. To do this in a consistent way and to help to contribute to a national picture, each ETB is required to complete an Area Profile Needs Assessment and Service Requirements (APNASR) tool provided by the DCYA. This tool supports an ETB in identifying and prioritising the needs of young people who fall within the defined target group for **UBU Your Place Your Space** scheme youth services.¹³ The APNASR requires an ETB to understand, integrate and analyse different sources of quantitative and qualitative information. The data sources have been selected because they are nationally available and free to access, helping to establish a consistency of focus across **UBU Your Place Your Space**. When compiling the APNASR, ETBs can also liaise with all relevant stakeholders including their local youth service providers, drug and alcohol task forces and local CYPSCs (Children and Young People’s Services Committees).

The Targeted Youth Funding Scheme: High Level Overview of the Area Profile, Needs Assessment and Service Requirement Tool is located on the website and provides additional detail on the process and tool.

3.2 Service Requirement

The final output of the APNASR tool is the generation of Service Requirements. A Service Requirement is a summary of the most important information gathered through the APNASR tool. It enables an ETB to set out priority needs of young people in a geographic area to organisations applying for funding through the **UBU Your Place Your Space** scheme grant application process (see Figure 3.2 below).

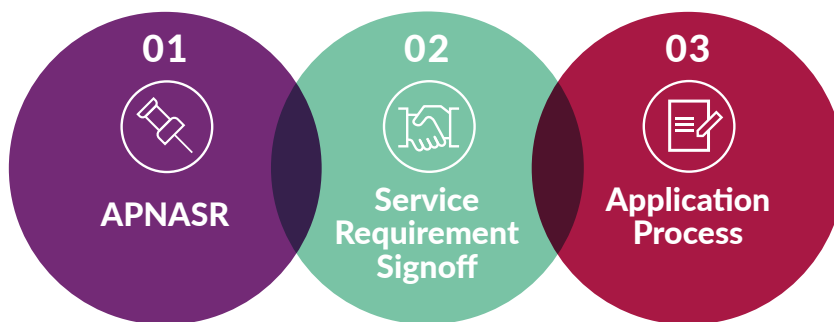
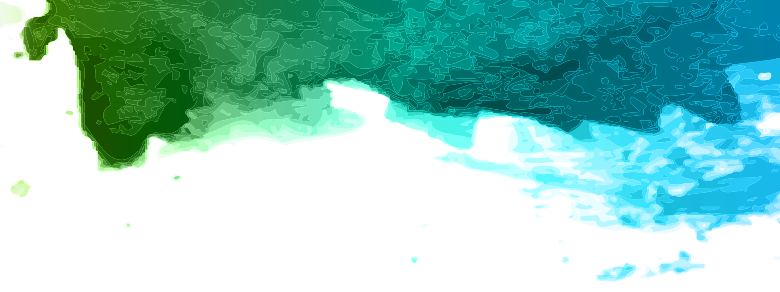


FIGURE 3.2: THE APNASR IS AN ENABLER FOR THE DEVELOPMENT OF SERVICE REQUIREMENTS

¹³ The version of the APNASR tool in use for the first policy and service delivery cycle of the **UBU Your Place Your Space** funding scheme was co-designed by the Department of Children and Youth Affairs (DCYA), ETBs and the Centre for Effective Services (CES).



The Service Requirement(s) will form the basis of the application process. A major component of the assessment of a completed **UBU Your Place Your Space** scheme application form will be how an organisation seeking funding adequately responds to the Service Requirement published by the ETB. Chapters 4 and 5 outline the application process and assessment criteria in more detail.

DCYA recognises that throughout the policy cycle the needs and issues affecting young people in a given community change. Therefore, funded services are enabled to respond to evidenced emerging needs in a flexible way through the performance and oversight process outlined in Chapter 9.

The APNASR tool will also be used by ETBs to generate a Service Requirement for new service provision as funding becomes available. This may occur at any point throughout the policy cycle of the scheme. It is for ETBs to inform the DCYA where a new emerging geographical area of need is identified. Dialogue between both parties is then initiated and becomes the basis for new service provision requests by an ETB for their area or the extension of a pre-existing service provision in that ETB's area.

3.3 DCYA's role and responsibilities in relation to the APNASR tool

The DCYA has the following roles and responsibilities:

- To issue the template and an accompanying Guidance Manual to ETBs.
- To provide information, training and capacity building sessions where necessary.
- To address any technical issues if they arise.
- To provide the criteria used to assess the standard of the completed APNASR to ETBs.
- To provide feedback to ETBs on completed Area Needs Profile Assessments.
- To approve the ETBs' Service Requirements as the basis of funding allocations.

3.4 ETB's role and responsibilities in completion of the APNASR tool

The ETB's roles and responsibilities regarding the completion of the APNASR tool are:

- To establish an ETB coordination group (or equivalent group) to oversee the completion of the area profile assessment.
- To use the information collected to produce Service Requirements, which will be considered for approval by the DCYA.
- Beyond the 2020–2023 cycle of **UBU Your Place Your Space**, the APNASR is required to be completed in advance of the following cycle, as prescribed by the Department, in order to produce the Service Requirements in advance of the application process.

3.5 Youth service role in relation to the APNASR tool

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



Chapter 4 The Application Process

This chapter details the application process, the criteria that must be met for applications to progress and how the renewal processes for the **UBU Your Place Your Space** will operate.

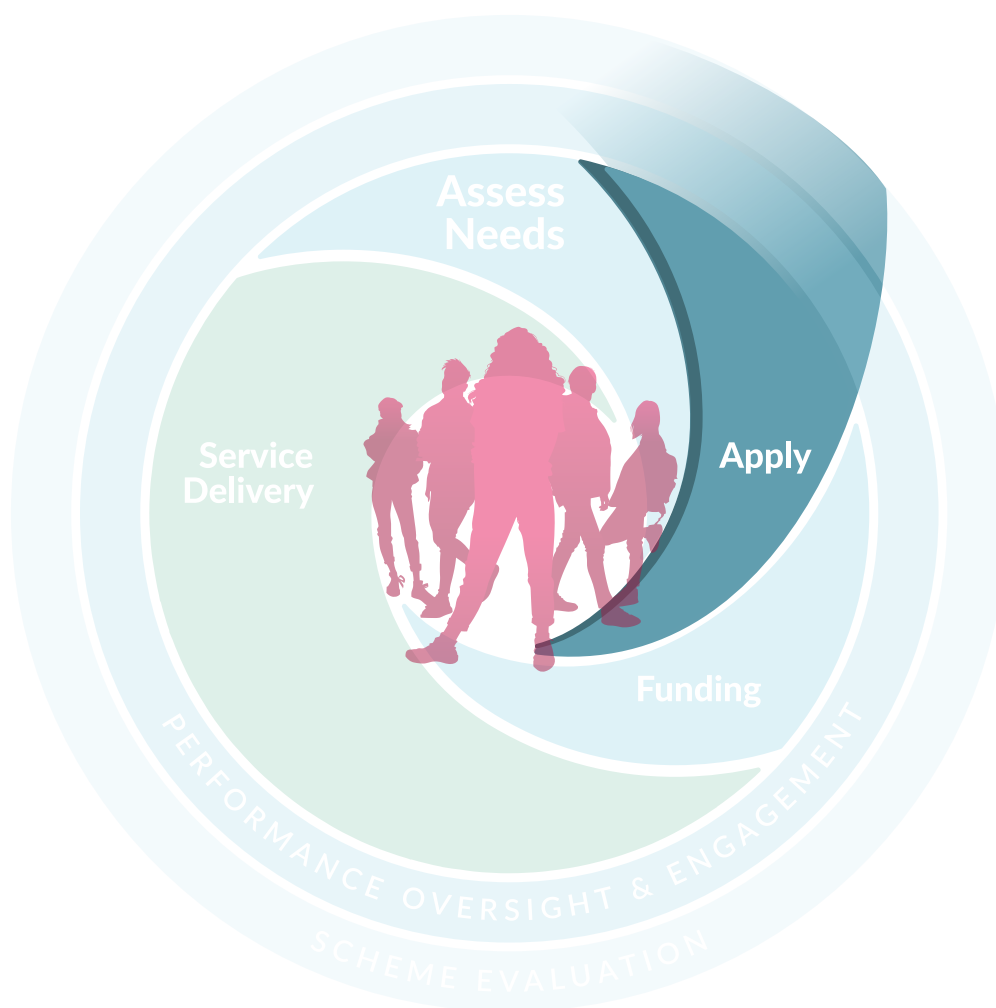



FIGURE 4.1: APPLICATION PROCESS IN RELATION TO THE APNASR PROCESS AND STEPS

4.1 Application to the UBU Your Place Your Space scheme policy cycle

The application process for the first cycle is for 3.5 years (July 2020–December 2023); future cycles will operate for a three-year policy cycle (beginning January 2024, January 2027, etc). The additional six months in the first cycle facilitates applicant organisations to prepare for full implementation of the scheme and its related rules.

In the first cycle of the **UBU Your Place Your Space** scheme, the application process takes place in the first quarter of 2020 and will require organisations to apply for funding for an 18-month period with subsequent renewal and reporting processes on an annual basis. The application process is administered by ETBs who will make recommendations to the DCYA.

4.2 Process for applying for funding – currently funded youth services

At the beginning of the policy cycle the ETBs must issue the request for applications to respond to the Service Requirement(s) to currently funded organisations. Each organisation must apply to their relevant ETB for the **UBU Your Place Your Space** scheme using the application form, which is available on the website with the guidance notes (ubu.gov.ie) 



An applicant organisation must respond specifically to their ETB Service Requirement(s).

Organisations must outline their proposed service offer and demonstrate how they intend to meet the needs identified in the Service Requirement(s). The detailed plan for service provision and related budget will cover an 18-month period in the initial application documentation.

4.3 The minimum eligibility criteria for entry into the UBU Your Place Your Space

The first step for any organisations seeking funding is to review the eligibility criteria to assure themselves that they can meet the minimum entry requirements for the scheme. Once assured, they will be asked to complete a self-declaration form as part of the application process.

All applicant organisations must be able to offer a statement of assurance and, upon request, evidence to the ETB that they can comply with the following before entering the scheme in July 2020:

The applicant organisation seeking funding must answer Yes to the following in order to enter the scheme:



Have a Memorandum and Articles of Association or a Constitution, which outlines the youth services governance structure, and a list of the Board of Directors.



Are willing to provide the financial records and related materials in respect of the Grant provided for auditing and inspection purposes by the DCYA, ETB and/or its designated bodies, the Grantor or the Comptroller and Auditor General.



Are willing to fulfil the **UBU Your Place Your Space** scheme rules.



Are willing to comply with the DPER circular 13/2014 and have appropriate systems in place to ensure compliance.



Are compliant with the Children First Act 2015.



Have appropriate levels of insurance in place on all the youth service's assets, public liability and employer's liability. The levels of insurance required cover: €12.7 million for employer's liability insurance; and €6.5 million for public liability insurance. We have also specifically indemnified the ETB and DCYA in all insurance policies.



Have a recruitment and selection process that is compliant with the relevant legislation inclusive of Garda Vetting of adults working with young people in a paid and voluntary capacity in line with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016.



Have an Organisational Health and Safety Statement and Policy and a listed person as Health & Safety Officer.



Have accounts that are audited on a calendar year by external auditors and have available the 2018 signed audited accounts.



The organisation is fully compliant with their governance codes (e.g. Company limited by guarantee with no share capital, public bodies, charitable bodies, cooperatives).



Are willing to report directly to their ETB on work with young people, targets achieved and financial matters.

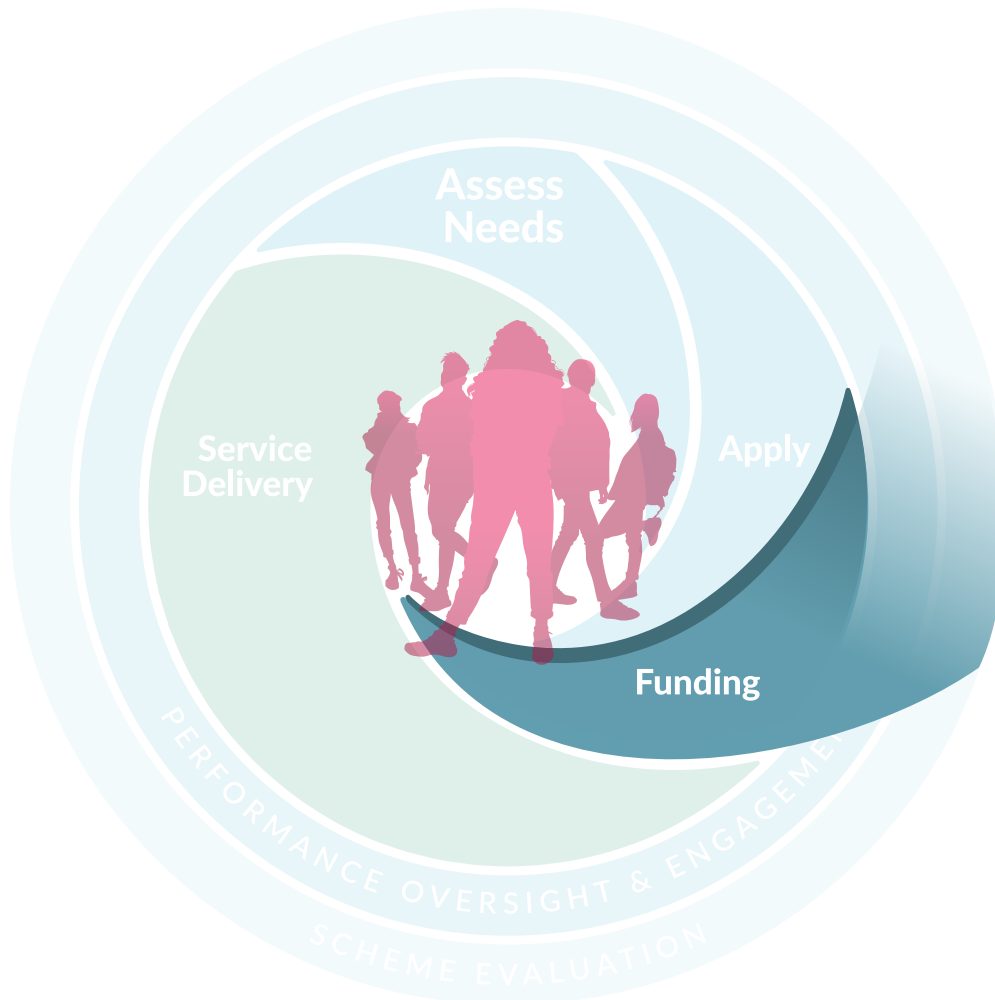


Are willing to participate in the trialling of sample services and tools as directed by ETBs and the DCYA to support development of best practice and evaluation initiatives.

Each organisation must sign a declaration with respect to their status in relation to the criteria above in their **UBU Your Place Your Space** scheme application. This self-declaration form is included as part of the application process. The ETB may at any time request to see the supporting documentation for any declarations received. These are the minimum criteria for **UBU Your Place Your Space** scheme entry. If any of the above criteria are not met the applicant organisation is not eligible for any strand of funding in 2020 (Chapter 6).

Chapter 5 How Funding Decisions Are Made

Once the ETBs have received the final version of the application, they set about assessing the application in order to make a funding recommendation to the DCYA. This chapter provides the assessment criteria applied to the UBU Your Place Your Space funding and outlines how it will be assessed over the policy cycle, including the appeals process.








5.1 Assessment criteria for full UBU Your Place Your Space compliance


Once an application organisation has met the eligibility criteria, the application will be checked against the assessment criteria. The majority of these are common across all three funding strands with some exceptions to ensure that the services delivered are for the target groups identified.



The following assessment criteria apply to all funding strands (A, B, C)

-  Have an efficient and transparent governance, management and administration capacity in place to support high-quality work.
-  Are working in line the ETB Service Requirement(s).
-  The types of service provision proposed meet the rules of the scheme as set out in Chapter 6.
-  Have a statement of practice incorporating the values, goals and objectives of the **UBU Your Place Your Space** scheme.
-  The proposed expenditure complies with the finance rules (Chapter 7).

Additional assessment criteria for Strand A funding ONLY

-  That the service design proposed meets the minimum of 80% of the available hours of work being spent in direct delivery to the target group of young people.

As part of the application process any organisation seeking funding that does not currently meet these criteria must provide an action plan(s) detailing how and when they will become fully compliant with the assessment criteria during the first 12 months of the **UBU Your Place Your Space** funding cycle. It is a requirement of the **UBU Your Place Your Space** scheme that any funded organisation must fully comply with the above criteria in order to qualify for **UBU Your Place Your Space** scheme funding into 2022.

The applicants must include detail on how they incorporate the voice of young people which will be reviewed during the assessment of the application. In addition to that, the DCYA recognises in the specific case of charities, "By law, charity trustees have individual and joint responsibility for what happens within their charity. This means that if their charity does not meet its legal duties, they are responsible both as individuals and together as a board, committee, council or other core group".¹⁴

An organisation seeking funding should work with the ETB in their area to complete the **UBU Your Place Your Space** scheme application form. It is important that the organisation seeking funding is supported in completing the application if required and that the action plan(s) are agreed to and signed off by both the organisation seeking funding and their ETB. This is an important step, as the DCYA will only act on recommendations for funding that are submitted from the ETBs. **This is the only route available to request UBU Your Place Your Space funding from the DCYA.**

¹⁴ Charities Governance Code (2018), Charity Regulator, p. 6.

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

In order to facilitate the smooth transition of existing funded organisations into the **UBU Your Place Your Space** scheme, the assessment of applications is based on a Red-Amber-Green (RAG) process. The completed application forms will be assessed by the ETB coordination group (or equivalent group) who will assign a RAG status to the application received. The RAG status will form the basis of the ETB recommendation made to the DCYA for scheme funding. The RAG status is based on a combination of application self-declaration and ETB application review. The criteria for this are included as part of the application form. The RAG status is an internal assessment and identification method that ETBs and DCYA will use to help communicate and oversee the compliance of funded organisations within the **UBU Your Place Your Space** scheme rules.

5.3 Application of the RAG system

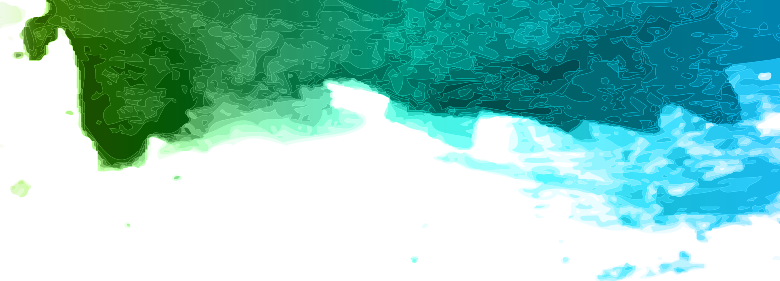
One RAG status will be issued per application. Applications by organisations seeking funding who fulfil the assessment criteria fully (as detailed in sections 5.1 and 5.2) will be assigned a Green status by their ETB.

Organisations seeking **UBU Your Place Your Space** funding in 2020 that require action plan(s) to fulfil the assessment requirements will be assigned an **Amber** status. Any applicant organisation that does not fulfil the assessment requirements and does not develop an action plan(s) in order to become fully compliant for **UBU Your Place Your Space** scheme funding will be assigned a **Red** status and will not qualify for funding.

ETBs will issue a letter of recommendation for funding for the status **Green** and **Amber** applications along with the completed application form to the DCYA for their consideration. The ETB will inform the DCYA of the ETB's assignment of a **Red** status to an application, and the DCYA will then make the final decision on funding with respect to these applications.

The DCYA will verify the recommendation of the ETB on the assignment of the **Green** and **Amber** RAG status assignment using the supporting completed application and can issue an alternative decision to the ETB including an outline of the decision and relevant rules.

Any organisation seeking funding which has developed an action plan(s) and is designated **Amber** is required to meet the criteria of the scheme within 12 months of entry into the **UBU Your Place Your Space** scheme (by July 2021). Compliance with the full set of scheme rules rather than the completion of agreed action plan(s) is the primary objective and further funding decisions will be made on that basis. If it appears that an action plan is not working as intended, then the ETB should work with the organisation to amend it as early as possible. It is foreseen that an applicant organisation's status with respect to their initial RAG status assignment upon scheme entry may change. Where an organisation with a **Green** status lapses into an area of non-compliance, the ETB will indicate to the funded organisation that they are at risk of being reassigned to an **Amber** status as part of the next renewal process. The ETB should work with the funded organisation to design an appropriate action plan(s) to ensure compliance is maintained with the relevant criteria before the next funding renewal process.



The table below details the possible scenarios relating to change in RAG rating throughout the policy cycle and funding consequences for the funded organisation.

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

TABLE 5.1 CHANGES IN RAG STATUS AND CONSEQUENCES

The planning and progress review meetings (Chapter 9) are an opportunity for the funded organisation and the ETB to discuss any foreseeable changes and to address these where necessary. The ETB will at each renewal stage assign the funded organisation's application a RAG status and use it as a basis for their recommendation to the DCYA for renewal.

In the second and third years of the policy cycle organisations will submit a renewal form which highlights any changes in circumstances since initial application and outlines the budget and proposed service offer for the following year.

5.4 UBU Your Place Your Space scheme renewals

Any funded organisation is required to report progress (per Performance and Oversight, see Chapter 9) and apply annually for the rest of the first cycle of the **UBU Your Place Your Space** scheme using the DCYA-approved renewal form. This is required as DCYA funding approval for the policy cycle is approval in principle only due to Governmental budgetary processes.

In July 2021 the ETB will confirm to the DCYA if the funded organisation(s) meets the criteria of the **UBU Your Place Your Space** scheme. If a funded organisation meets the **UBU Your Place Your Space** scheme criteria completely their funding will be renewed; however, if the funded organisation is deemed red it will exit the scheme over the following six-month period to the end of 2021.¹⁵

¹⁵ This six-month period will be funded to allow time for the assessment of progress and decision-making, engaging with the youth service in terms of ending the service, exhausting any appeals or complaints procedures, time to initiate the green field or augmentation application process (if applicable) and to allow for the recoupage and balancing of unspent monies.

5.5 Specific rules for stakeholders in relation to the application process

Rules for ETBs

- 📌 For all applications, ETBs must be satisfied that the applicant organisations have responded adequately to the Service Requirements and are adhering to the rules of **UBU Your Place Your Space** in their applications.
- 📌 The ETB must make recommendations to the DCYA about which youth services receive **UBU Your Place Your Space** scheme funding. The DCYA will make the final decision on which applicant organisations receive UBU Your Place Your Space scheme funding to provide youth services.
- 📌 ETBs must make recommendations to the DCYA about which youth services are to continue/discontinue to receive **UBU Your Place Your Space** scheme funding and where changes to budgets/provision may be required.

Rules for funded organisations

- 📌 The funded organisations will report progress and apply annually for funding using the DCYA-approved application forms to the ETBs.
- 📌 As part of the application process, each organisation must sign a declaration that they fulfil the eligibility criteria for the scheme. They must also declare that they fulfil all the assessment criteria or have an agreed action plan to fulfil all the assessment criteria by year end 2021 to apply for the **UBU Your Place Your Space** funding scheme.

All **UBU Your Place Your Space** scheme stakeholders

- 📌 All data collected as part of the application process must be retained by the applicant organisations, the ETBs and the DCYA in line with requirements and General Data Protection Regulation (GDPR) requirements.

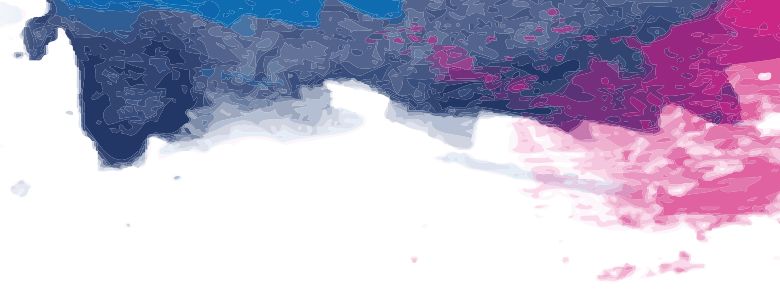
5.6 Discontinuation of RYFS and TYFS funds

For the first cycle of policy implementation, funded organisations in receipt of the transition youth funding scheme (TYFS, Jan–June 2020) or the Revised Youth Funding Scheme (RYFS) are invited to respond to the ETBs' Service Requirement(s) and apply for funding under the **UBU Your Place Your Space**.¹⁶

In cases where organisations seeking funding do not wish to apply, are deemed not to fulfil the assessment criteria and do not put an appropriate action plan in place or do not meet the eligibility criteria for the **UBU Your Place Your Space** scheme, the transition youth funded organisations will continue to be funded under the TYFS or the RYFS until 31 December 2020. After this date these funds cease to exist.¹⁷

¹⁶ Before the development of the **UBU Your Place Your Space** funding scheme, organisations were awarded grant funding from DCYA to provide new and augmented youth services under a fund called the "Revised Youth Funding Scheme".

¹⁷ This six-month period will be funded to allow time for the assessment of progress and decision-making, engaging with the youth service in terms of ending the service, exhausting any appeals or complaints procedures, time to initiate the green field or augmentation application process (if applicable) and to allow for the recoupment and balancing of unspent monies.



The DCYA, in conjunction with the ETBs, will decide how these funds will then be used within the ETB area. The outcome of this decision will lead to either (a) augmentation of another relevant youth service or (b) an open call for new service provision. Where deemed necessary or relevant, the ETB in conjunction with the DCYA may decide to put in place a transition service if a time lapse in provision to young people is likely to emerge.

5.7 New service providers/organisations

The first request for applications for the **UBU Your Place Your Space** scheme will focus on facilitating entry for existing funded organisations with their associated Service Requirement(s) into the scheme.

New youth services can enter the **UBU Your Place Your Space** scheme when Government make additional mid-cycle funding available. In this case, the DCYA will request ETBs to assess their geographical area for new emerging needs and to propose a new service/provision and funding budget for that new need to the DCYA for funding. Where approval is made by the DCYA, the ETB will then advertise for interested organisations to apply to fulfil that predefined and (pre-agreed) Service Requirement. Applications to fulfil this Service Requirement may be made by a new organisation seeking funding or by an existing funded organisation proposing an augmentation to an existing service.

5.8 Appeals process

At the beginning of each funding cycle, organisations seeking funding can appeal application refusals by ETBs within two weeks of notification. Only one appeal per application is allowed by the lead applicant. Appeals submitted to the ETB after the appeal date will not be considered. Appeals must be completed and submitted to the relevant ETB by letter.

Organisations can appeal the decision of the ETB on the following grounds:

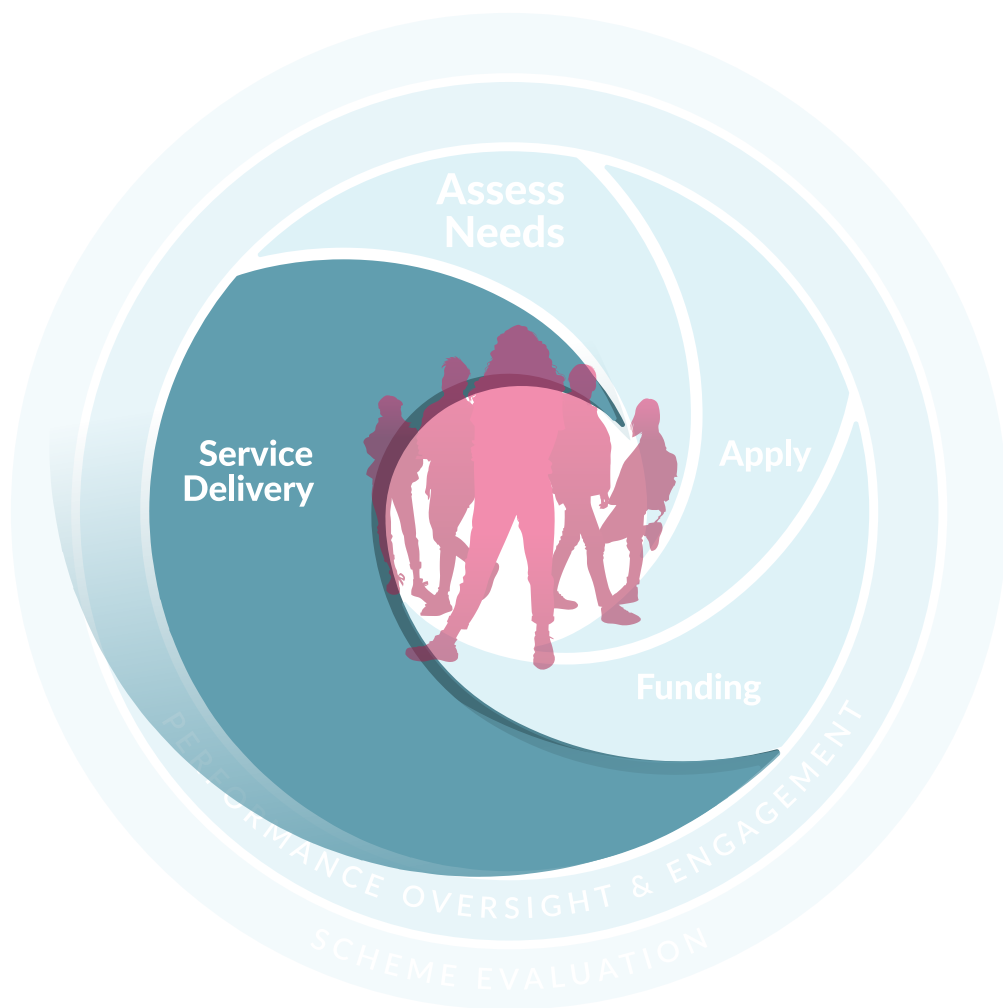
1. The youth service believes that a scheme rule was applied incorrectly by the ETB – a decision was made in relation to a rule that no reasonable person would make.
2. Where the applicant organisation can provide additional supporting documented evidence that was not available at the time of application which would make their application now eligible.

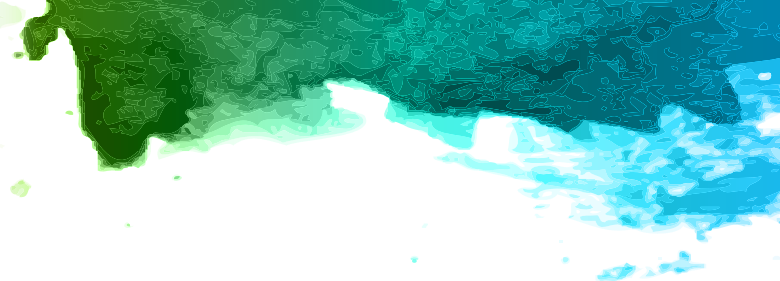
The process for the review of the appeal will involve:

- The ETB Coordination group (or equivalent group) will review the appeal and make a recommendation regarding the appeal to the DCYA.
- The DCYA will make a final decision and notify the ETB.
- The ETB will inform the applicant organisation.

Chapter 6 Funding Strands and Service Delivery

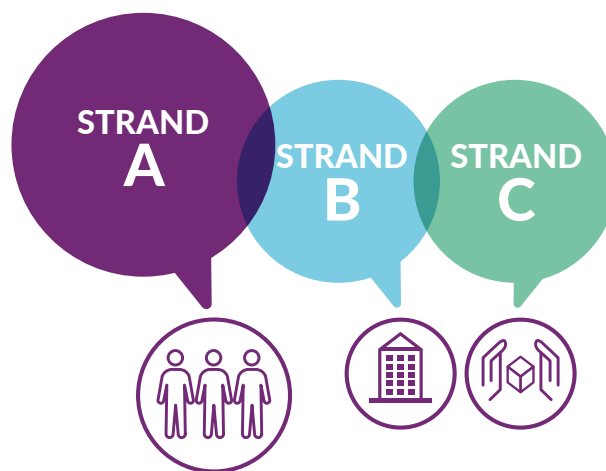
This chapter details the UBU Your Place Your Space scheme funding strands available, the expected types of service provision within each strand and the rules relating to service delivery.





6.1 Types of youth services funding under UBU Your Place Your Space

The three strands of funding that organisations can apply to include those which fund 1) organisations to deliver youth services directly to the target groups of young people per the **UBU Your Place Your Space** scheme rules (Strand A), 2) access to facilities (Strand B) and 3) capacity building (Strand C).



In summary the three types of funding strands available are:

| | |
|---|---|
| Strand A: Services for Young People | Funding for the direct delivery of youth services, on either a geographic or thematic basis, to the target group of young people for the UBU Your Place Your Space scheme and the operational costs associated with this provision. |
| Strand B: Access to Youth Facilities | Funding to support access for the target group to <u>existing youth facilities</u> originally built using the Young People’s Facilities and Services Fund 1 and 2 (YPFSF 1 and 2) ¹⁸ and to make provision for the use of office space for organisations funded under the scheme. |
| Strand C: Capacity Building | Funding for supports that build and strengthen the capacity of frontline practitioners/funded organisations to deliver youth services and services to young people in the UBU Your Place Your Space scheme target group. These must only be existing, need to continue to be delivered and be youth services formerly funded under YPFSF 1 and 2, the Local Drugs Task Force scheme (LDTF) and Special Projects for Youth (SPY). |

18 These schemes are two of the four schemes merged and reformed to create the Targeted Youth Funding Scheme.

6.2 Type of service delivery within Strand A

The modified Hardiker model (see Figure 6.1 below) can be used as a reference for the funding rules associated with the main strand of funding available under the **UBU Your Place Your Space** scheme, Strand A funding. Those funded by Strand A are required to spend 80% of the youth service’s annual provision time co-producing outcomes with the targeted group of young people using level 2 provision (to young people in need of additional support). The remaining 20% of provision time can be spent between level 1 (by delivering personal and social opportunities to all young people) and level 3 (on specific interventions for young people who need specialist services).

Strand A

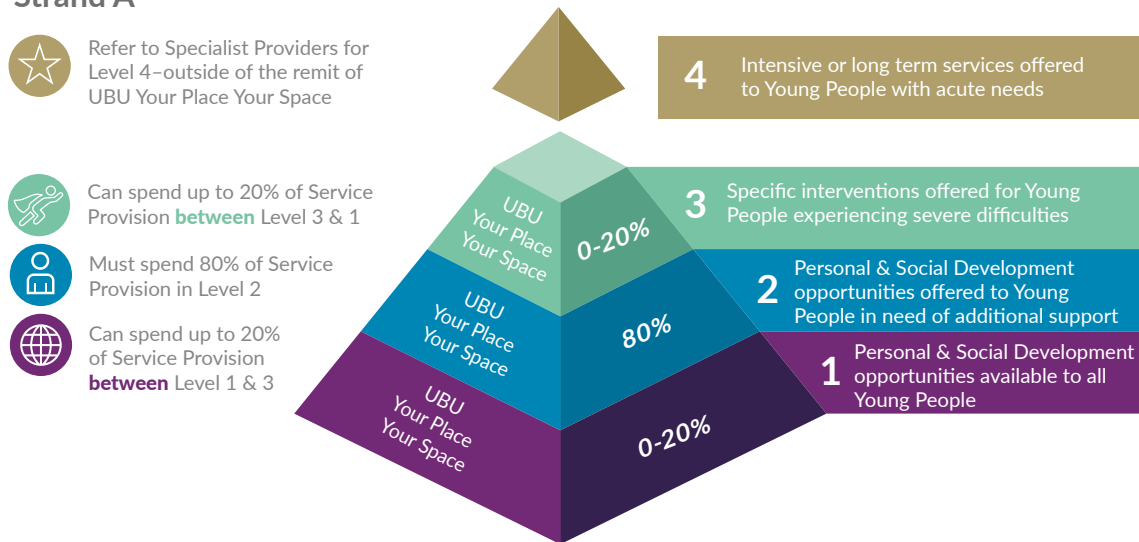


FIGURE 6.1 MODIFIED HARDIKER MODEL

6.3 Rules for service delivery types under Strand A funding

The types of provision funded under Strand A in no particular order, are:

- **Structured small group work** (groups of between two and eight young people): issue-based interventions and training, interest-based interventions, task-based groups such as preparing for events, small-group coaching/mentoring, youth forums/leadership roles, and activity-based interventions, e.g. sport, art, drama and music clubs.¹⁹
- **Unscheduled interventions** (young people that are deemed a priority – unexpected drop-ins): crisis intervention/support, structured conversations with young people in response to an emerging issue in their lives, and structured conversations with young people to establish or maintain a positive relationship.


¹⁹ A maximum of 20% of a youth service offering can be for targeted interventions under the **UBU Your Place Your Space** scheme.

- **Structured large group working with groups of nine or more young people:** youth clubs and groups, drop-ins, youth forums, activity-based interventions, and issues-based interventions and training.
- **Outreach:** detached work that takes place in the young person's own space, street work – work with young people on the streets with a view to bringing them in to services, outreach – home visits, prison visits, visits to parents, and visits to schools, etc. to promote the services.
- **Residentials:** trips away (involving at least one night away from home) with groups including, but not limited to, activity-based and issue-based trips or exchanges.
- **Large group events:** festivals focused on young people, e.g. Halloween, summer youth service day for young people, and community events.
- **Advocacy work:** advocacy work with or on behalf of a young person/group of young people, including access to referral pathways.
- **Support of youth volunteers:** direct support of young volunteers aged up to and including 24 years old as they work with the target group, and structured supervision/training of a young volunteer as they progress into leadership roles within the service.
- **One-to-ones with young people:** coaching and mentoring, advocacy, and crisis intervention/support.

6.4 Rules about funding for frontline practitioners for Strand A UBU Your Place Your Space scheme-funded youth services

The funded organisation must record and demonstrate how each worker funded through **UBU Your Place Your Space** spends their time, through the completion and retention of time sheets. More information on financial aspects and requirements are given in Chapter 7.

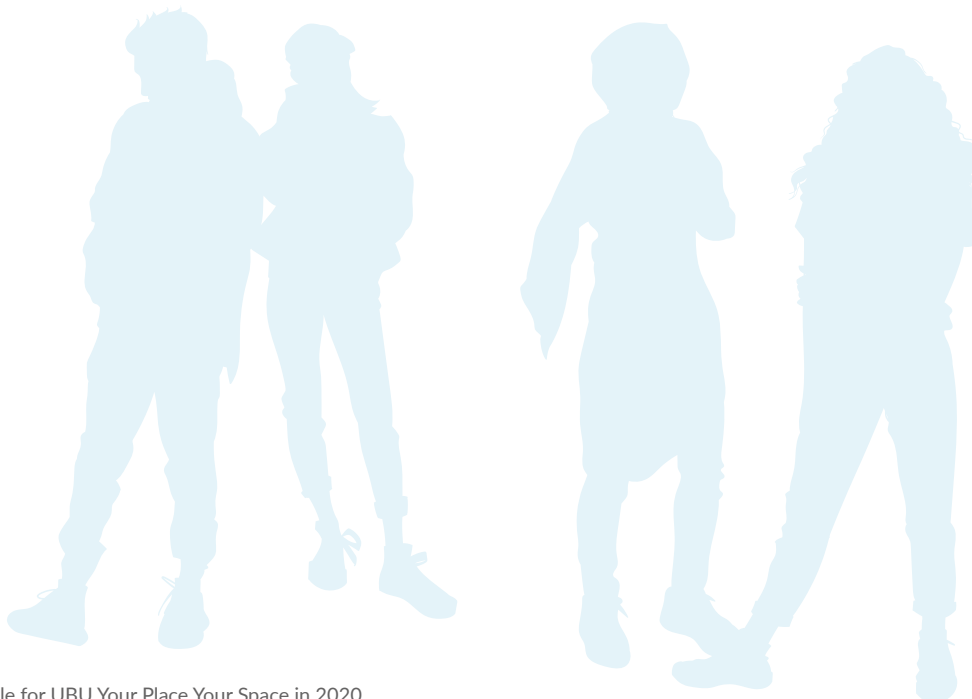
- 🗨️ A frontline worker charging 100% of salary and related costs must be spending a minimum of **70% of their time** on frontline delivery activities on:
 - » Direct contact time with young people using the nine types of structured interventions (as described below).
 - » Preparation for and clear-up (combined maximum of 30 minutes per session) following a direct contact session with an individual or group of young people.
 - » With the agreement of the ETB in areas where it is required, travel between youth service sites for direct delivery can be included.
 - » Working with volunteers to engage with the target group of young people using the nine types of structured interventions (described above).

 A frontline worker charging 100% of salary and related costs can spend **up to 30% of their time** annually on:

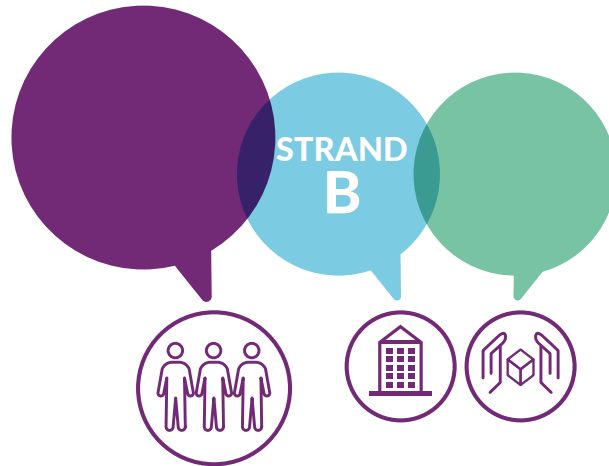
- » Administration;
- » Communication;
- » Team meetings;
- » Strategic and operational planning and review;
- » Recruitment of staff or adult volunteers;
- » Funding applications and reporting; and
- » Training.



In summary

| Strand A | Rule | |
|---|---|------------------------------|
| Organisation's annual time spent delivering to young people as per Figure 6.1 | Minimum 80% (Level 2) | Maximum 20% (Level 1 & 3) |
| If charging 100% of staff costs | 70% of their time in direct work (pro rata basis): 30% on other | |



6.5 Rules on types of provision delivered through Strand B funding



-  The type of provision that can be delivered under Strand B youth services:
 -  Office space or activity space for the **UBU Your Place Your Space** scheme-funded youth service and/or other organisations working with the target group.



6.6 Rules on types of provision delivered through Strand C funding

- i The primary focus of Strand C funding is to enhance the capacity of funded organisations to engage effectively with the target group of young people. Strand C youth services can include the following types of provision:
 - @ Supporting or advising funded organisations, engaging with young people, using specialist knowledge about the specific target groups outlined in the Service Requirement.
 - @ Training and capacity building activities for funded organisations. Priority should be given to working with organisations funded under the **UBU Your Place Your Space** scheme.
 - @ Working collaboratively with another **UBU Your Place Your Space** scheme-funded organisation to deliver a service to the target group.





6.7 Service delivery rules

All youth services funded under **UBU Your Place Your Space** must:

- 📍 Be delivered in line with the vision, mission, objectives and values of the **UBU Your Place Your Space** scheme (see Chapter 1).
- 📍 Include young people in the design, development, delivery and evaluation of the youth service.
- 📍 Respond to the identified and prioritised needs of young people in the **UBU Your Place Your Space** scheme target group as identified by the APNASR tool completed by ETBs and approved by the DCYA. Once an organisation is approved for funding it must also respond, where possible, to the emerging needs of young people.
- 📍 Be delivered in line with Service Requirements and the youth service logic model agreed between the funded organisation and the relevant ETB.




Additionally, organisations funded by **Strand A** of the **UBU Your Place Your Space** scheme must:

- 📍 Prioritise their opening hours to cover when young people are available, including outside of school hours, evenings and weekends, during school holidays and midterm breaks.
- 📍 Provide quality services that use evidence-informed practices.
- 📍 Clearly communicate and actively promote their opening hours, and outline what services will be available to young people in the target group – for example, in displaying up-to-date service timetables on buildings and on youth service websites.
- 📍 Be accessible to young people. Youth services must be provided in suitable premises and facilities which ensure safety, privacy and confidentiality where necessary. Youth services must strive to be accessible in accordance with the National Disability Authority's [*Code of Practice on Accessibility of Public Services and Information provided by Public Bodies*](#).
- 📍 Work to provide the service from locations that are accessible by public transport where possible. In instances where the relevant ETB feels the costs involved in travel for young people or staff to youth service locations are very high/difficult, outreach services must be considered by the funded organisation.
- 📍 Provide their service outside of the formal education system (e.g. see note on out-of-school provision in appendix), work in school buildings, attending a school assembly, etc.
- 📍 Organisations must have in place an appropriate referral policy for young people either joining their youth service or where they need to be referred to other services.
- 📍 While **UBU Your Place Your Space** scheme-funded projects are expected to provide appropriate supports under the Meitheal model, each project should endeavour to integrate their relevant one-to-one work into the Meitheal model whilst ensuring that sufficient capacity remains for delivery of the agreed service provision.

6.8 Rules relating to multiple funding sources, collaborative work and interagency collaboration


Funding from multiple sources

When organisations funded by the **UBU Your Place Your Space** are in receipt of funding from multiple sources that are focused on similar cohorts of young people,

-  The **UBU Your Place Your Space** scheme-funded work must be in line with the ETBs' Service Requirements and the goals and objectives of the **UBU Your Place Your Space** scheme.
-  The funded organisation must clearly outline the added value for the target group of this approach in the application , the monitoring and the reporting aspects of the **UBU Your Place Your Space** scheme. Where this is the case, funded organisations must adhere to the finance rules for the proportion of the youth service under the **UBU Your Place Your Space**-funded scheme (see Chapter 9 for more details).



Collaborative work

The funded organisation may also be engaged in collaborative work with other service providers to maximise the outcomes for young people, for example, School Completion Programmes or Irish Youth Justice Service youth services.

-  Such collaborative work must be in line with the ETBs' Service Requirements and the goals and objectives of the **UBU Your Place Your Space** scheme.

Interagency collaboration

The funded organisation may be engaged with interagency collaboration, for example participation in Children and Young People's Service Committees (CYPSC), Local Drugs Task Forces (LDTF), Meitheal or other local structures to collectively problem-solve issues and improve outcomes for young people.

-  This work must be in line with the ETBs' Service Requirements and the goals and objectives of the **UBU Your Place Your Space** scheme and approved by the ETB as part of the application process.
-  The **UBU Your Place Your Space** scheme-funded organisation must clearly outline the specific contribution it makes to the interagency collaboration, and the added value to the target group of this approach in the application, monitoring and reporting aspects of the **UBU Your Place Your Space** scheme.


Chapter 7 Financial Requirements

This chapter outlines the rules relating to how **UBU Your Place Your Space** scheme funds must be spent and how this spending must be accounted for.

7.1 Introduction




It is an essential requirement that all public monies are appropriately accounted for and used for their intended purpose. Funded organisations must use their **UBU Your Place Your Space** scheme grant in a cost-efficient and financially prudent manner solely for the purposes set out in their application for funding. Priority must always be made to deliver services to the target group(s) identified for the **UBU Your Place Your Space** scheme.

The three types of funding strands (A, B and C as outlined in Chapter 6) can incur costs under **UBU Your Place Your Space**. There are two categories of cost that are eligible under the scheme: direct costs in delivering **UBU Your Place Your Space**-funded youth services and indirect costs which support the delivery of services to young people.

The financial template and drawdown sheet are used to ensure that funded organisations are working from an approved budget as per their application form. It also provides ETBs with oversight of this budget and allows them to make adjustments and approvals, where appropriate. The templates can be found here (ubu.gov.ie). 

7.2 Financial rules per the three funding strands A, B and C

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 – a calculator is available from the **UBU Your Place Your Space** website to help calculate this (ubu.gov.ie). Further detail regarding funding for frontline practitioners under funding Strand A is set out in Chapter 6, section 6.4.
-  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.

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, portorage, 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.

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”.
- 📌 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. The details and related rules on indirect costs are set out later in this chapter.

| 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

7.3 “Indirect” costs eligible under the UBU Your Place Your Space (Strand A and C)

For the purposes of **UBU Your Place Your Space**, indirect costs relate to elements which support and enable the delivery of the frontline provision of **UBU Your Place Your Space**. The costs cannot exceed 25% of the total annual budget. In the case of **UBU Your Place Your Space** funded organisations with multiple funding sources, costs must be apportioned appropriately and documented by the funded organisation (see [rule below](#)). Indirect costs for **UBU Your Place Your Space** entail the following:

Indirect staff costs: salary costs for non-frontline staff, for example, management roles, finance, administration and human resources staff. The costs of recruitment, travel and subsistence pertaining to these staff are classified as an indirect staff cost. Staff supervision and training costs are also considered to be indirect staff costs as part of **UBU Your Place Your Space**.

- Overhead costs: these are costs relating to spend on verified management costs, advertising and publicity, rent/rates, utilities (light and heat), non-programme-based equipment, insurance, information technology (IT), maintenance, legal services, audit services, bank charges, phones, postage, internet, stationery and once-off office costs. Funded organisations can also note other indirect costs incurred in the provision of **UBU Your Place Your Space** youth services, once this type of spending has been approved by their ETB and the DCYA.

7.4 The rules relating to spending on indirect costs under UBU Your Place Your Space

a. Premises

- ☒ Youth services must be provided in suitable premises and facilities, which ensure privacy and confidentiality where necessary.
- ☒ Youth services must strive to be accessible in accordance with the National Disability Authority’s [Code of Practice on Accessibility of Public Services and Information provided by Public Bodies](#).
- ☒ In instances where a funded organisation is leasing or renting a property to provide **UBU Your Place Your Space** funded youth service, there must be a formal written rental or leasing agreement in place. This must be retained for viewing by the ETB. In cases where the rent or leasing costs increase, the funded organisation must inform the ETB. If the premise is a shared facility, the rent must be apportioned accordingly.
- ☒ The charge of maintenance costs for the upkeep of buildings that are owned, leased or bought using State funding is permissible and if applicable must be apportioned accordingly.

b. Insurance

Funded organisations under **UBU Your Place Your Space** are required to have appropriate levels of insurance in place (including indemnification of the ETB and DCYA), on all youth service's assets, public liability and employer's liability. A funded organisation must:

- 📌 Have the appropriate insurance in place for all activities and interactions with young people.
- 📌 **Indemnify the ETB and DCYA in all insurance policies.**
- 📌 Be able to provide proof of current insurance premiums and valid certificates of insurance.
- 📌 Make sure that the interest of the ETB and DCYA is outlined for each insurance policy.
- 📌 Immediately inform the relevant ETB of any material change to its insurance status.
- 📌 Employ staff with professional indemnity as applicable.
- 📌 Ensure that any third parties contracted by the funded organisation or ETB in the provision of services to young people have insurance appropriate to the service being provided (e.g. professional indemnity cover).

The levels of insurance required should cover:

- €12.7 million for employer's liability insurance; and
- €6.5 million for public liability insurance.

Insurance levels are indicative and required levels of coverage should be sought in line with market rates. These levels may increase or decrease and should be reflective of the insurance coverage of the ETB.

7.5 The rules relating to spending on costs under the UBU Your Place Your Space scheme

Salary costs relating to frontline staff (direct cost)

- 📌 Frontline staff costs which are chargeable to **UBU Your Place Your Space** are gross salary costs and employers' PRSI. Frontline staff salary costs are those for any staff member who has a direct role in the implementation of **UBU Your Place Your Space** activities, including the provision of facilities built under YPFSE.
- 📌 Funded organisations must document the hours of work completed by full and part-time and frontline and non-frontline staff.
- 📌 The details and related rules on indirect costs such as non-frontline staff are set out previously in this chapter.

Staff recruitment costs relating to frontline staff (direct cost)

- 📌 All positions in **UBU Your Place Your Space** funded youth service must be openly advertised in a cost-effective way, and in line with any branding directives from the DCYA.

- 📌 The recruitment and selection process must be clearly documented by the funded organisation and must be available for inspection.
- 📌 If there are changes in the staffing of **UBU Your Place Your Space** youth service, the funded organisation must employ staff with the relevant qualifications and experience.
- 📌 The funded organisation should inform the relevant ETB once the replacement staff member is in place and also when a post becomes vacant.
- 📌 The details and related rules on indirect costs such as recruitment of non-frontline staff are set out previously in this chapter.

Staff travel and subsistence relating to frontline staff (direct cost) and non-frontline staff (indirect cost)

- 📌 Each organisation must have written travel and subsistence policy and procedures, which must be agreed by the organisation's board of management.
- 📌 The rates outlined in that policy document must not exceed the rates stipulated in the *Department of Public Expenditure and Reform (DPER)* circulars.
- 📌 Frontline staff can be reimbursed through the youth service funds for direct costs which do not exceed the stipulated rates incurred to them while engaged in **UBU Your Place Your Space** youth service-related activities. The payment of staff travel and subsistence costs must be in adherence to the following **UBU Your Place Your Space** rules:
 - » There must be a written internal process for senior management to review submitted claims.
 - » Staff can only claim for mileage for the use of their own vehicle for youth service travel.

7.6 UBU Your Place Your Space costs responsibilities

The over-arching responsibilities of the funded organisations and ETBs regarding costs related to **UBU Your Place Your Space** funding are as follows:

- 📌 Oversight and administration of funding including control and safeguarding of funds from misuse, misappropriation and fraud.
- 📌 Ensuring that value for money is achieved in relation to the service delivery.
- 📌 Accounting records that can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding. All costs must be real and verifiable by supporting documentation, i.e. original invoices, wages records, travel claims, receipts, bank statements, etc.
- 📌 Accounting for the amount and source of the funding, its application and outputs/outcomes.
- 📌 Being able to provide evidence on:
 - » Effective use of funds;
 - » Value achieved in the application of funds; and
 - » Avoidance of waste and extravagance.

- 📌 Managing public funds with the highest degree of honesty and integrity.
- 📌 Acting in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages).
- 📌 Procuring goods and services in a fair and transparent manner.

7.7 Working with partners on UBU Your Place Your Space funded youth services

- **UBU Your Place Your Space** funded organisations can work with partner organisations to engage in **UBU Your Place Your Space** scheme youth service-related activities.

7.8 Staff and resources co-funded by other funding sources

In some cases, **UBU Your Place Your Space** funded organisations will have funding from multiple sources alongside **UBU Your Place Your Space** to provide youth services.

- 📌 Each funded organisation must have a written apportionment policy²⁰ in place to outline how costs are allocated among the various funding streams it manages.
- 📌 In cases where youth service staff are co-funded from another funding source the application for **UBU Your Place Your Space** funding should clearly state how many hours are allocated to working on the **UBU Your Place Your Space** elements of a youth service. The organisation must prepare supporting documentation – such as timesheets, to record the level of time staff spent on **UBU Your Place Your Space**.

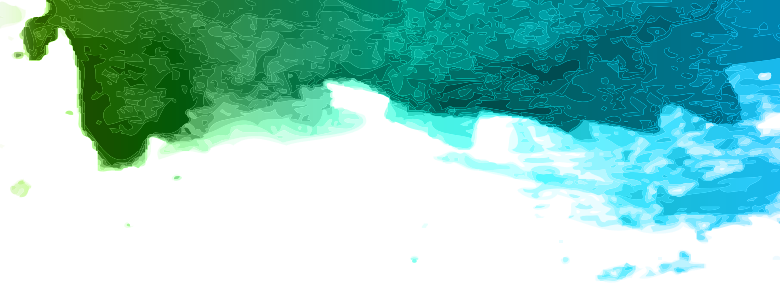
7.9 Annual budget planning

- 📌 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.

7.10 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.
- 📌 The ETB will monitor variation in budgets year on year or benchmark the proposed costs in the case of the initial funding cycle.

²⁰ There are generally three ways to allocate costs by a) headcount, b) floor space or c) time

- 
- 📌 All requested changes must be accompanied by a rationale as to why the change is being requested by the funded organisations. ETB must be satisfied that the proposed changes will have a neutral or enhanced impact on the youth service delivery, and that the changes can be delivered within the available budget. The DCYA must receive notification from the ETB on changes to budgets that do not satisfy these criteria.
 - 📌 Any revised budget that emerges from this process must adhere to the minimum 75% spend on direct costs.
 - 📌 Not meeting the agreed service outputs and/or reporting administration costs of more than 25% of the total budget may give rise to remedies being applied as outlined in the SLA between the ETB and the funded organisation.

7.11 Payment of funds for youth services by ETBs

All funding is on an annual basis and dependent on availability in the annual the DCYA budgetary process. The timing of payment processing can only occur after the assessment of the application is complete.

The ETB must only issue funding to an organisation based on the assurances given that the organisation is compliant with the relevant circulars, codes, legislation, statutes, regulations and **UBU Your Place Your Space** rules.

In line with their approved application, the funded organisation will receive the annual allocation of funding for the youth service through the ETB from the DCYA. In relation to the payments:

- 📌 The relevant ETB must administer grant funding as agreed with DCYA and in accordance with the terms of their SLA. No second payment can be made where a signed SLA is not in place.
- 📌 It is the responsibility of the funded organisation to notify the ETB of any relevant breaches at the earliest possible opportunity.
- 📌 The DCYA must determine the annual allocation for each funded organisation and notify, in writing, the Chief Executive of each ETB of its allocation.

7.12 Payments calendar

Payments operate on a quarterly basis over the lifetime of the contract;²¹ these can be paid at the start of each quarter of the scheme.

The timeframe for the payments is as follows:

- Quarter 1 (January to March): payment to the organisation on completion of the application/renewal process and upon receipt by the ETB of the financial drawdown request from the funded organisation.

²¹ The allocation amount is dependent upon programme activity, compliance or the individual circumstances of the organisation.

- Quarter 2 (April to June): payment to the youth service after a quarterly progress meeting with the ETB and upon the ETB's receipt of the financial drawdown request and financial report from the funded organisation.
- Quarter 3 (July to September): payment to the youth service after a quarterly progress meeting with the ETB and upon the ETB's receipt of the financial drawdown request and financial report from the funded organisation. Any adjustments made this quarter in line with the [DPER Circular 13/2014](#)²² should be included.
- Quarter 4 (October to December): payment to the youth service after a quarterly progress meeting with the ETB and upon the ETB's receipt of the financial drawdown request and financial report from the funded organisation. Any adjustments made this quarter in line with the [DPER Circular 13/2014](#) should be included, for example adjustments to payments due to under-spend.

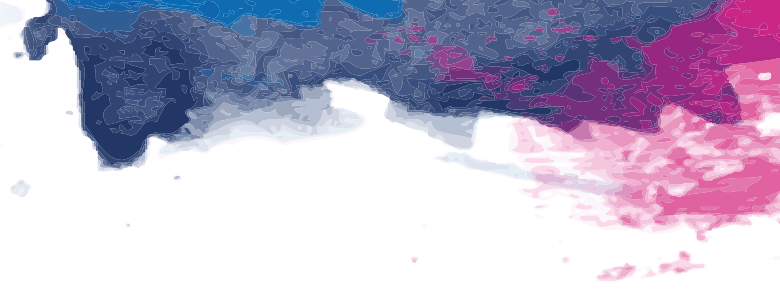
7.13 Unspent UBU Your Place Your Space funds

- 📌 The funded organisation must tell their relevant ETB in the third quarter if they are going to incur an under-spend. Full funds should not be drawn in quarter four in these instances. ETB must report all under-spends to DCYA.
- 📌 For any unspent money, the ETB must adjust the payments to be made to a youth service no later than the third and/or fourth quarter. If this adjustment takes place in the first or second year of the policy and service delivery cycle, the ETB must assess the youth service's baseline allocation in the following year.
- 📌 Additionally, the ETB can make a proposal to the DCYA on the best way to spend the allocation to meet the needs of young people in their functional area, in line with the [DPER Circular 13/2014](#). This proposal should be made to the DCYA by the ETB by October of the calendar year.
- 📌 Further to the above, any unspent funds at youth service and at ETB level must be returned to the DCYA.

7.14 Recording and reporting spend

- 📌 Organisations funded under the **UBU Your Place Your Space** must comply with all reporting requirements from the DCYA, and as detailed in the SLAs.
- 📌 Funded organisations must record all use of **UBU Your Place Your Space** funds in the quarterly financial report and drawdown template provided by the DCYA. In this template, these organisations must record all actual direct and indirect costs for each month in the quarter and note any variance from the allocated budget for each type of cost.

22 The full title of the circular is [DPER Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds Guidance Note and Reporting Requirements](#).

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- ☒ Funded organisations must submit completed quarterly financial report and drawdown templates to their relevant ETB for approval prior to drawdown payments being authorised. The ETB must assess all submissions and provide feedback, where necessary, to the funded youth services and DCYA.
 - ☒ In addition, funded organisations must prepare annual audited accounts in accordance with the relevant clauses in the SLAs with the relevant ETBs and in accordance with all relevant Government circulars in issue or to be issued within the lifetime of this contract, including the [DPER Circular 13/2014](#). The annual audited accounts must be finalised and approved and submitted to the ETB on or before 30 June each year. Following the ETB's review of the annual audited accounts, further information may be required from the funded organisation to provide clarification and reassurance to the DCYA and/or ETB.
 - ☒ ETBs must provide assurances to the DCYA that all **UBU Your Place Your Space** funds are adequately accounted for and subject to the appropriate level of financial control, and that value for money is achieved in relation to youth service delivery. The DCYA will review the funding allocations through the management accounts received from the ETB each quarter.
 - ☒ Funding must be identified clearly within the financial accounts of the funded organisation. Any reference to the scheme should conform to the branding guidelines for the scheme to distinguish it from any previous funding schemes.

7.15 Audit and verification visits

These visits will be to assess financial data collected by youth services as part of the **UBU Your Place Your Space**. There are clauses in the SLA between a funded organisation and the relevant ETB that detail the various obligations of the funded organisations in relation to such visits. These visits can be conducted on the youth service premises by:

- The relevant ETB;
- The DCYA;
- The Office of the Comptroller and Auditor General; and/or
- An individual/entity nominated by the preceding entities.

Funded organisations are expected to co-operate and respond to the audit findings.

Chapter 8 Branding Requirements and GDPR

This chapter discusses the rules relating to how the **UBU Your Place Your Space** is advertised and various stakeholders explain its purpose. This chapter also includes guidance on how GDPR compliance should be managed by all stakeholders of the fund.

8.1 The brand

The outward-facing brand name is “**UBU Your Place Your Space**” – this is the name for targeted youth work funding in Ireland. This brand will represent the mission, vision and values of the scheme and promote awareness of its purpose.

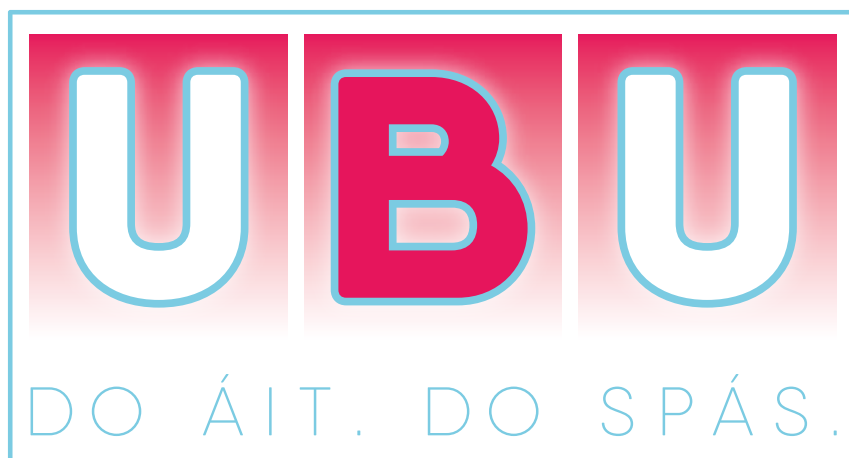
In order to develop credibility and awareness of the fund, all stakeholders must communicate the purpose behind the brand consistently over time. All communications in relation to the **UBU Your Place Your Space** scheme should:

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

8.2 Branding rules

When communicating information in relation to the scheme the **UBU Your Place Your Space** brand logo must appear at the top of the page (either web or printed collateral). The logo must be no smaller than 130 pixels on a website and 24mm in print. The **UBU Your Place Your Space** brand logo must be of equal prominence as the other logos that appear in context.

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



8.3 Publicising UBU Your Place Your Space

Funded organisations should plan how the **UBU Your Place Your Space** scheme can be best publicised to stakeholders to share information about, and the purpose of, the **UBU Your Place Your Space** scheme. Tools to publicise **UBU Your Place Your Space** may include events, social media, newsletters and websites.

8.4 Acknowledging the source of the UBU Your Place Your Space scheme funding

All engagement and information materials issued by or in the name of a **UBU Your Place Your Space** scheme-funded youth service or any organisation funded by the **UBU Your Place Your Space** scheme should acknowledge the source of funding. The acknowledgement should also make clear that the **UBU Your Place Your Space** scheme is a Department of Children and Youth Affairs (DCYA)-funded youth scheme, with funding from the National Lottery.

8.5 Logos funded by the UBU Your Place Your Space

Funded youth services must use the official logos of **UBU Your Place Your Space**, the National Lottery, the DCYA and the relevant Education and Training Board (ETB) in all communication and information materials and activities. These logos are available from the DCYA and the relevant ETB. Funded organisations can also use their organisational logo and that of any partner organisations. All branding must be in line with guidance from the DCYA.

8.6 Information and data security measures

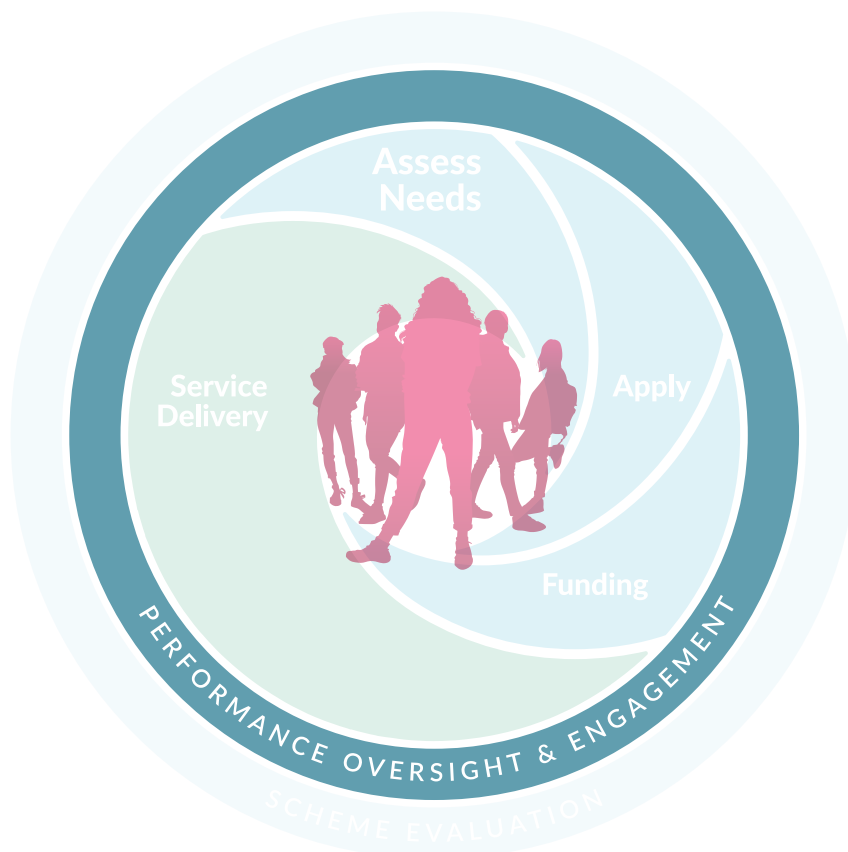
Funded organisations, ETBs and the DCYA must be compliant with General Data Protection Regulation (GDPR) and undertake periodic reviews to ensure full compliance. Personal data as defined by GDPR will not be processed by the ETB on behalf of the Department of Children and Youth Affairs. The DCYA and ETB must work together to ensure the following:

- Information and data security is managed with reasonable efforts to restrict unauthorised access in accordance with relevant legislation.
- Personnel are fully aware of the risks associated with information and data security issues in compliance with relevant legislation.
- All data forms, e.g. application forms, are drafted and processed in accordance with relevant legislation.

Part Three UBU Your Place Your Space Measuring, Monitoring and Managing

Chapter 9 Performance Oversight and Engagement Framework

Key to enhancing the evidence base for the scheme and its work with young people is having shared measurement and monitoring systems in place. Through the sample services co-design process, a range of tools, templates and processes were developed. These form the base of the performance and oversight framework (POF) for the scheme and will operate in conjunction with the Governance mechanisms set out in the relevant Service Level Agreements. Throughout the policy cycle, these will be enhanced to lead to better understanding and demonstration of the impact of the UBU Your Place Your Space scheme. This chapter outlines roles and responsibilities regarding performance management as well as the tools for use by the key UBU Your Place Your Space scheme stakeholders to measure, oversee, evaluate and improve performance under this scheme in order to achieve positive outcomes for young people.



9.1 Performance oversight and engagement with UBU Your Place Your Space scheme-funded youth services

The overarching concept of the performance oversight and engagement framework is to allow for active and flexible planning between ETBs and funded organisations.

ETBs and youth services may need to engage more frequently in certain instances than outlined below; this includes responding to new needs that emerge in the community or if risks are identified based on reviews and/or evaluations of the youth service. Note: performance oversight and engagement activities of the ETB are proportionate relative to the risks identified.

There are a range of tools and processes which must be used by stakeholders to collect the data required to oversee and assess the performance of the **UBU Your Place Your Space** scheme at the youth service level. These tools and processes and how they work together are outlined in Figure 9.1 below.



Performance and Oversight Framework

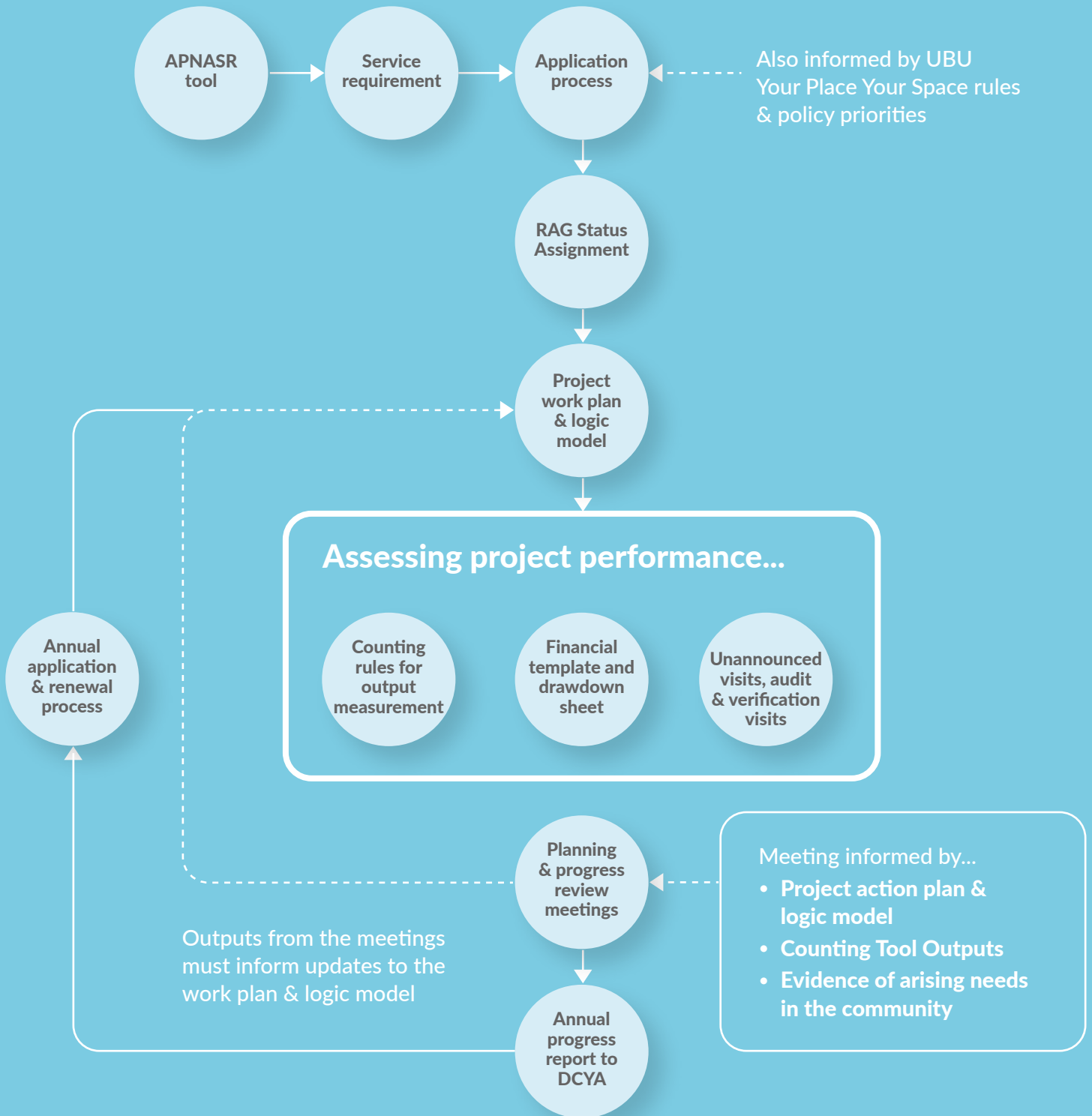


FIGURE 9.1: TOOLS AND PROCESSES USED IN THE PERFORMANCE MANAGEMENT AND OVERSIGHT OF THE UBU YOUR PLACE YOUR SPACE SCHEME

9.2 Performance oversight data collection tools

To collect performance data at the **UBU Your Place Your Space** scheme youth service level, there is a key set of performance oversight data collection tools collectively referred to as the “Performance and Oversight Framework” (POF). It is recognised that the NQSF process is already operational in this area and future developments to these tools will take the evolved NQSF into consideration.



The tools which must be used for all youth services are outlined below.

a. A youth service logic model – Strand A, B and C

- With the guidance of the relevant ETB, organisations funded under the **UBU Your Place Your Space** must develop an over-arching logic model for each youth service delivered to cover the funding period. The components of the logic model are:
 - » The challenge relating to young people to be addressed through the **UBU Your Place Your Space** scheme;
 - » The inputs (the resources and activities) which DCYA and other stakeholders are investing in the **UBU Your Place Your Space** scheme;
 - » The outputs (the activities delivered, numbers engaged etc.) of the **UBU Your Place Your Space** scheme; and
 - » The short- and long-term outcomes desired for young people and wider society through the **UBU Your Place Your Space** scheme.
- Funded organisations and ETBs must use the DCYA-approved logic model template when developing the logic model. If deemed necessary by the funded organisation and agreed by the ETB, additional logic models can be developed for one year, and/or for parts of the work.
- For services comprising more than one **UBU Your Place Your Space** scheme-funded youth service, funded organisations may choose to complete specific logic models for individual youth services funded by the **UBU Your Place Your Space** scheme, but this is not a requirement.
- The relevant ETB must check that this logic model describes the youth service(s) in line with the Service Requirement(s) and application form(s) submitted, and the **UBU Your Place Your Space** scheme rules.
- Funded organisations and ETBs must also ensure that the logic model links to the youth service work plan, which must be developed by the funded organisation for each **UBU Your Place Your Space** scheme youth service.

b. A Counting Rules template – Strand A only

- In monitoring the progress of implementing the work plan for each **UBU Your Place Your Space** youth service, Strand A funded organisations must complete the Counting Rules template provided by the DCYA for the agreed time periods.

- 📌 This is used to record the types of interventions used, the number of hours delivered to young people and the number of young people engaged.
- 📌 Relevant data must be provided by ETBs to the DCYA to assess elements of the performance of the overall scheme.
- 📌 It is expected that a counting tool or equivalent will be developed for use with strands B and C funding. Funded organisations will be expected to use these as approved by the DCYA and provide relevant data to ETBs and the DCYA to assess elements of the performance of the overall scheme.

c. Planning and progress review meetings – Strand A, B and C

- 📌 The planning and progress review process is a collaborative effort between the ETB and the youth service to discuss progress and related issues in the work. A flexible and proactive approach is encouraged and therefore more engagements may be required in relation to supporting youth service work to better the outcomes for young people in response to emerging community needs that may not have originally been identified as a priority in the Service Requirement.²³

Templates are provided for funded organisations and must be circulated to the ETB for review prior to any progress meeting. 📄

- 📌 These meetings should happen at least three times per funding year between ETBs and youth services.




The frequency of these meetings may increase to respond to emerging issues or if there is any concern that the ETB has developed based on professional judgement and an evaluation of relevant risks.

The meeting is an opportunity to consider issues and learning arising from the work. These review meetings should focus on:


- » Looking at issues, challenges and opportunities;
- » Identifying what is working well and what is not;
- » Identifying if there is a need for change and initiating a change process;
- » Sharing thoughts and ideas that can progress the work;
- » Sharing information from the Counting Rules tool;
- » Helping understand what the work involves, and the necessary skills required;
- » Keeping the focus on outcomes and the associated measuring and recording of change for young people;
- » Reviewing budgets;

²³ An example of this is where an urgent response is required (e.g. suicide cluster). In this type of scenario there is no requirement to go through the area profile process but it must be evidenced.

- » Planning for the next quarter;
- » Issues and activity related to multiple funding sources, collaborative work and/or interagency collaboration;
- » Management of vacancies and recruitment; and
- » Discussing progress in achieving changes for young people against the funding application, work plan, any action plan generated from the RAG rating, Performance Oversight Framework including the logic model, the SLA, and the **UBU Your Place Your Space** scheme rules. As an outcome of these review meetings, the funded organisation may receive recommendations from the ETBs to update the youth service work plan where necessary to ensure that needs are met and that positive outcomes for young people are achieved.

-  If recommended by the ETBs, funded organisations must make changes to the budget, where necessary, to ensure that the youth service is being implemented as expected.
-  Outputs must be returned a minimum of three times a year as per guidance in the user manual. 

d. Unannounced visits – Strand A, B and C

-  Unannounced visits may be carried out by an ETB **if deemed necessary**. The unannounced visits serve to ensure that:
 - » Youth service sites are open during the times stated in their timetable.
 - » Any service which was planned to be provided outside of the youth service building(s) as stated in the application form or as agreed otherwise with the ETB, e.g. outreach, street work or detached work, is in existence.

e. Governance and service reviews – Strand A, B and C

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

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

f. Outcomes measurement tool(s) – Strand A, B and C

An outcomes measurement tool will not be prescribed by the DCYA in the first year of the **UBU Your Place Your Space** scheme. Using the continuous improvement model and learnings from the first funding year it is anticipated that an outcomes measurement tool will be recommended at a later date and will require the following process.

- Funded organisations will be expected to use the **outcomes measurement tool(s)** as approved by the DCYA to report changes in the personal and social development outcomes to the relevant ETB at agreed intervals, as indicated by the DCYA.
- For each **UBU Your Place Your Space** scheme youth service, funded organisations must capture the changes in the personal and social outcomes for an agreed sample of young people, as set by the DCYA.

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

The following summary table (Table 9.1) outlines the performance and oversight tools and how they currently apply to the three **UBU Your Place Your Space** scheme funding strands A, B and C. It is envisioned further development of these tools will aid the success and development of the **UBU Your Place Your Space** scheme (Figure 9.2).

| | STRAND A | STRAND B | STRAND C |
|---------------------------------------|----------|----------|----------|
| Youth Service Logic Model | ✓ | ✓ | ✓ |
| Counting Rules | ✓ | X | X |
| Planning and Progress Review Meetings | ✓ | ✓ | ✓ |
| Unannounced Visits | ✓ | ✓ | ✓ |
| Service Reviews | ✓ | ✓ | ✓ |

TABLE 9.1: SUMMARY TABLE OUTLINING EACH P&O TOOL TO BE USED PER FUNDING STRAND

9.3 The roles and responsibilities in performance oversight and engagement

Rules for funded organisations

In the role of **UBU Your Place Your Space** grantees, a funded organisation must fulfil the following responsibilities with regards to performance:

- 📌 Outline in your application, progress reports and POF meetings how you deliver the **UBU Your Place Your Space** scheme youth service in a way that maximises potential of achievement of positive outcomes for young people and demonstrates value for money.
- 📌 Gather and produce data a minimum of three times per year for the ETB using the relevant POF tools to demonstrate that the delivery is in line with the funding application, work plan, logic model, the SLA, and the **UBU Your Place Your Space** scheme rules.
- 📌 Retain youth service performance data in line with data protection legislation.
- 📌 Provide access to personnel, documentation and data for the purposes of service or financial reviews in line with the obligations as set out in the [Department of Public Expenditure and Reform \(DPER\) Circular 13/2014](#).²⁴
- 📌 Participate in routine oversight. This oversight includes planning/progress review meetings (see section 7.3) and the verification of appropriate funding expenditure and service delivery.
- 📌 Recommend changes to service delivery or approach to respond to evidenced changes in the needs of young people and or evidenced new and more effective ways of working or responding.
- 📌 Accurately complete an end-of-year/policy cycle progress report and return to the ETB.

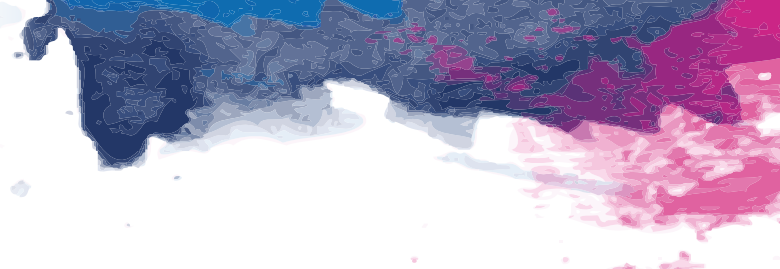
Education and Training Boards

An ETB has statutory responsibility, as outlined in the Education and Training Boards Act 2013, to:

- Support the provision, coordination, administration and assessment of youth work services in its functional area.
- Provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support.

While ETBs have responsibilities specific to youth work under the ETB Act 2013, they also have a role within the broader policy objectives of the DCYA as these relate to youth policy that is inclusive of youth work, as provided for in the MOU between DCYA and Education and Training Boards Ireland (ETBI).

²⁴ The full title of the circular is [DPER Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds Guidance Note and Reporting Requirements](#).



In their role as the intermediary body for **UBU Your Place Your Space**, ETBs have the following roles and responsibilities (per SLAs) in the oversight and management of performance in the **UBU Your Place Your Space** scheme:

- 📍 Ensure that the youth services are delivered in line with the approved annual renewal forms for funding as submitted to the ETB and DCYA.
- 📍 Ensure the clearly defined outputs, outcomes, objectives and deliverables identified in the application for funding and logic model for the youth service are achieved and verified.
- 📍 Review the performance data and make recommendations to the DCYA regarding proposed changes to youth service delivery plan or budget.
- 📍 Undertake routine monitoring of funded organisations in receipt of **UBU Your Place Your Space** scheme grants. This oversight includes the verification of appropriate funding expenditure.
- 📍 Support funded organisations when a youth service is not delivered in line with the agreed work plan to get the youth service back on track. In cases where these efforts fail, the ETB must notify the DCYA and with the funded organisation enact the remedial actions as outlined in the SLA between the ETB and the youth service.
- 📍 Supply to the DCYA, upon request, up-to-date performance information on the current **UBU Your Place Your Space** scheme youth service.
- 📍 Retain the performance data supplied by funded organisations in line with GDPR and as instructed by the DCYA. The ETB must use the data to report key points and findings upwards to the DCYA about general progress, issues, challenges and developments in their area.
- 📍 ETBs will come together at regular intervals, led by the DCYA, for **UBU Your Place Your Space** scheme-wide monitoring and review purposes.
- 📍 Enable and assist DCYA or agents of the Department to conduct on-site audit and verification visits to **UBU Your Place Your Space** scheme youth services.

Department of Children and Youth Affairs

- In its role as grantor for **UBU Your Place Your Space**, the DCYA has overall responsibility for the scheme-level performance of **UBU Your Place Your Space**. It must monitor the **UBU Your Place Your Space** scheme's performance and communicate decisions it takes on the implementation of youth services, policies and funding to funded organisations and ETBs. The DCYA is also responsible for the communication of the performance and lessons from the **UBU Your Place Your Space** scheme to the public and interested parties.

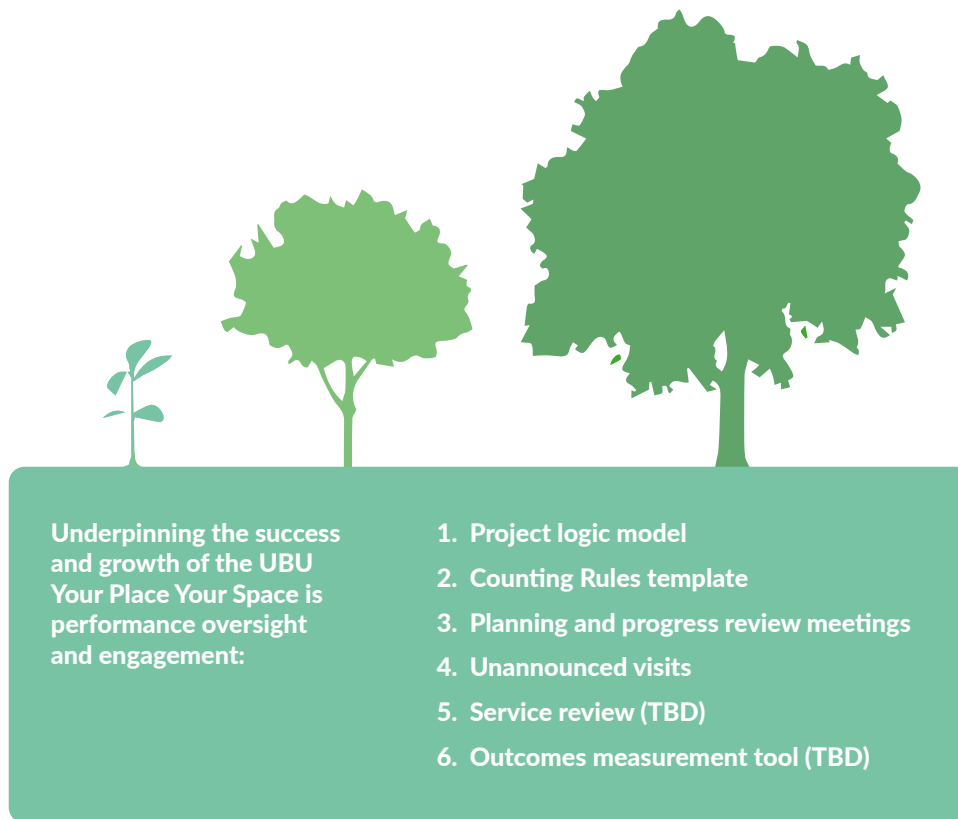


FIGURE 9.2: PERFORMANCE OVERSIGHT AND ENGAGEMENT FOR SUCCESS AND GROWTH OF THE UBU YOUR PLACE YOUR SPACE SCHEME

9.4 Funded organisations not delivering on their action or workplan

If an ETB deems that a funded organisation is failing to deliver the outputs and outcomes in its approved work plan for **UBU Your Place Your Space** scheme-funded services, the ETB must notify the DCYA and work with the funded organisation to get the youth service back on track. In cases where these efforts fail, the ETB must notify the DCYA and, with the funded organisation, enact the remedial actions as outlined in the SLA between the ETB and the funded organisation.

Chapter 10 Legal Governance of the Scheme

This chapter outlines the governance structure for **UBU Your Place Your Space**. It also provides an overview of the roles and responsibilities for the key stakeholders in implementing the **UBU Your Place Your Space** scheme.

10.1 Purpose of the governance structure

To ensure stakeholders understand and are accountable for their role and responsibilities in order to meet the needs of the young people within the **UBU Your Place Your Space** scheme.

10.2 Aims of the governance structure

To ensure that all stakeholders work together, keep themselves and other stakeholders accountable, and continuously improve the scheme in order to facilitate outcomes for the young people participating in **UBU Your Place Your Space** scheme-funded youth services.

10.3 Stakeholders in the governance structure

The key legal parties (per SLA agreements, see Figure 10.1 below) with direct responsibility for the effective governance of the **UBU Your Place Your Space** scheme to meet the needs of young people are:

1. The Department of Children and Youth Affairs (DCYA);
2. Education and Training Boards (ETBs); and
3. Funded organisations in receipt of **UBU Your Place Your Space** scheme funding to provide services to young people.

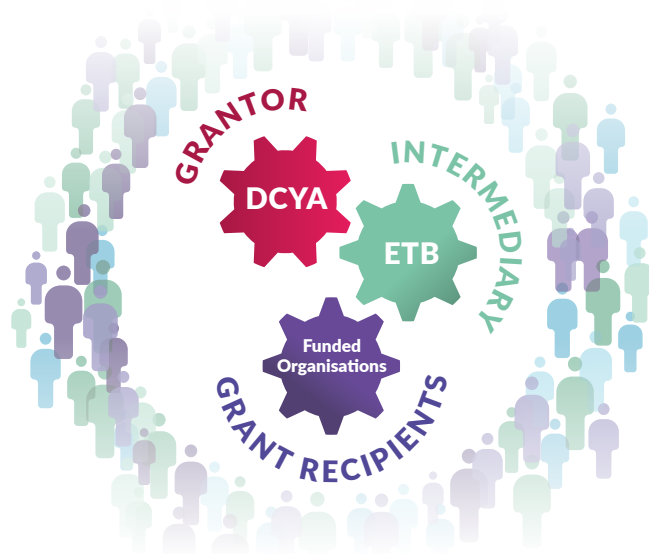


FIGURE 10.1 STAKEHOLDERS IN THE LEGAL GOVERNANCE OF THE UBU YOUR PLACE YOUR SPACE SCHEME

10.4 Service Level Agreements

The SLAs are the legal frameworks for the **UBU Your Place Your Space** scheme. The overall aim of the SLAs is to ensure the effective management of public money funding the **UBU Your Place Your Space** scheme, in line with the rules of **UBU Your Place Your Space** and value-for-money principles for the benefit of young people. The SLA between the DCYA and the ETBs aims to support the principle that positive and evidence-informed outcomes for young people should be at the centre of youth service delivery. The following SLAs must be in place:

- Between the DCYA and each ETB;
- Between the relevant ETB and each funded organisation providing a **UBU Your Place Your Space** scheme-funded youth service.

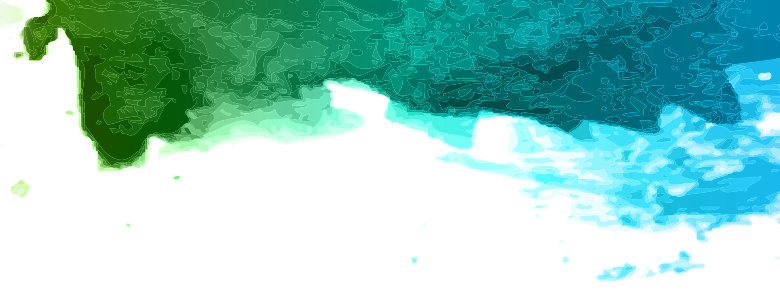
These SLAs must be reviewed and updated by the engaged stakeholder with the relevant party each year. In addition, the memorandum of understanding (MOU) between the DCYA and the ETBI must be regularly reviewed. The purpose of the MOU is to establish systems for the development, implementation and strengthening of related policy and service provision for children and young people, including youth work provision, which will achieve better outcomes for children and young people. This is in line with the statutory responsibility of the ETBs in matters of youth work policy implementation and additionally covers the role of the ETB within the broader policy objectives of the DCYA as it relates to youth policy.²⁵

10.5 Rules for UBU Your Place Your Space scheme-funded stakeholders as per SLAs













The following high-level roles and responsibilities of the stakeholders as agreed to under the SLAs come into effect as rules for the scheme for these stakeholders.

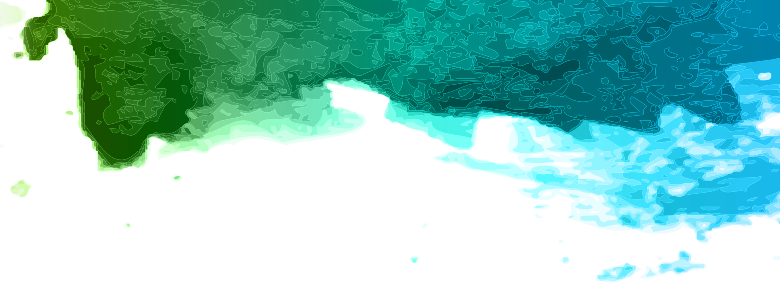


²⁵ Excerpt from the signed MOU between the DCYA and ETBI, 2019.



| Stakeholder | Responsibilities |
|-------------|--|
| DCYA | <ul style="list-style-type: none">🔍 Under direction of the Minister for Children and Youth Affairs, the DCYA is the lead agency and grantor of the UBU Your Place Your Space scheme.🔍 Prepares the UBU Your Place Your Space scheme budget and provides oversight of the expenditure under the UBU Your Place Your Space scheme.🔍 Has oversight of the accountability to citizens for the performance of the UBU Your Place Your Space scheme.🔍 Commissions and oversees the evaluation of the UBU Your Place Your Space to ensure that it is achieving its goals and objectives.🔍 Is responsible for establishing and communicating the rules of the UBU Your Place Your Space scheme with key stakeholders annually and at the beginning of each policy cycle.🔍 Approves the APNASR(s) with each ETB.🔍 Develops the template for SLAs required between ETBs and UBU Your Place Your Space scheme-funded organisations.🔍 Develops, establishes, updates and reviews SLAs between the DCYA and each ETB.🔍 Develops the application forms and reviews recommendations from ETBs regarding which organisations should receive funding based on applications that meet the requirements of the UBU Your Place Your Space scheme.🔍 Conducts an annual application process to award and renew UBU Your Place Your Space scheme funding to organisations.🔍 Allocates and monitors resources provided to ETBs to support them to carry out the required functions. |
| ETBs | <ul style="list-style-type: none">🔍 The ETBs are established under and governed according to the Education and Training Boards Act 2013.🔍 Each ETB is a statutory body with its own corporate status and has responsibilities, as outlined in the Education and Training Boards Act 2013, Section 10: Functions of Education Training Boards: points 10 j & k:<ul style="list-style-type: none">» Support the provision, coordination, administration and assessment of youth work services in its functional area.» Provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support.🔍 The ETBs must act in accordance with all relevant legislation and circulars including but not limited to the ETB Code of Practice and Standards in Public Office Act, 2001. |

| Stakeholder | Responsibilities |
|-------------|---|
| ETBs | <ul style="list-style-type: none"> <li data-bbox="411 613 1318 651">  Intermediary for the governance of the UBU Your Place Your Space scheme. <li data-bbox="411 658 1326 763">  Will identify and evidence the needs of young people and make recommendations to the DCYA on the priority of the target groups using the APNASR tool. <li data-bbox="411 770 1305 842">  Review, consider and process grant applications from funded organisations and make recommendations to the DCYA. <li data-bbox="411 848 1007 887">  Administer the funding to funded organisations. <li data-bbox="411 893 1331 965">  Communicate the rules and policy of the UBU Your Place Your Space scheme as well as any respective updates to funded organisations. <li data-bbox="411 972 1323 1077">  Monitor the quality of youth service delivery within the funded organisation, in line with application form, SLAs, relevant legislation, government policies and UBU Your Place Your Space scheme rules. <li data-bbox="411 1084 1315 1189">  Notify and recommend any actions to the DCYA where issues and concerns relating to the management and delivery of the UBU Your Place Your Space scheme are identified. <li data-bbox="411 1196 1342 1346">  Based on annual monitoring and review, make recommendations to the DCYA about the continued funding of UBU Your Place Your Space scheme youth services and/or changes to their work plans inclusive of geographical area of operation, target groups, etc. <li data-bbox="411 1352 1342 1458">  Provide capacity building and strengthening supports to funded organisations, to assist in the strategic planning processes, and in the delivery and evidencing of quality provision. <li data-bbox="411 1464 1305 1570">  Inform the further development of the UBU Your Place Your Space scheme in line with national policy, by briefing the Minister and his/her officials on developments for the target groups in their functional areas. <li data-bbox="411 1576 1283 1648">  Participate in the trialling of sample services and tools as directed by the DCYA to support development of best practice and evaluation initiatives. <li data-bbox="411 1655 1310 2085">  Must establish an ETB Coordination group (or equivalent). The Chairperson of the group must be employed at the grade of Director or at a more senior grade than Director. The group must: <ul style="list-style-type: none"> <li data-bbox="475 1778 1326 1850">» Support the implementation of the UBU Your Place Your Space scheme in each ETB. <li data-bbox="475 1856 1031 1895">» Oversee the Area Profile Needs Assessment. <li data-bbox="475 1901 1209 1939">» Review outputs of the performance and oversight processes. <li data-bbox="475 1946 1305 2007">» Sign off on recommendations for UBU Your Place Your Space scheme funding to the DCYA and manage the related appeals process. <li data-bbox="475 2013 1294 2085">» Manage conflicts of interest appropriately (each co-ordination group member must sign the conflict of interest declaration form). |



The roles and responsibilities of funded organisations should be comprehended in the full totality of the rules set out in this booklet.

It is the duty of the DCYA to ensure that all public monies are spent in a responsible and transparent way to improve the outcomes for children and young people in Ireland. Those in receipt of **UBU Your Place Your Space** funding and overseeing the use of this funding are responsible for adhering to the **UBU Your Place Your Space** operating rules so that young people are enabled to overcome adverse circumstances and achieve their full potential by improving their personal and social development outcomes.

It is the funded organisations who deliver the services to young people which must ensure that the services are delivered in a way that maximises positive outcomes for young people. Additionally, the funded organisation must also ensure that the outputs and outcomes of the youth service are achievable and verifiable.



Appendix 1 – Explanation of “out-of-school provision”

In the context of the **UBU Your Place Your Space** scheme, to complement a young person’s formal education and/or training, the following can be funded:

- Using the school premises to work with existing students outside of school hours, including during break times, after school or during non-term time.
- Using the school premises during school hours to work with young people who are no longer in education.
- Attending the school to promote the youth service and its activities.
- Advocating on behalf of a young person or group of young people.
- Networking with the school and its staff.

However, “out-of-school provision” cannot fund the following in schools:

- Funding staff to deliver any part of the formal curriculum or the normal work of the school or provide any educational supports supplied through the Tusla Education Support Service.
- Removal of young people from classroom to attend youth service including young people on reduced timetables.



Appendix 2 – UBU Your Place Your Space strategic design process

The DCYA engaged in a strategic design process to develop the new **UBU Your Place Your Space** scheme, which included evidence review, consultation and engagement with relevant sectors and sampling and co-design of key components of the new scheme. This process involved the establishment of specific structures to manage the design process.

TIMELINE OF STRATEGIC DESIGN PROCESS

2016

- VFMPR Lead Team established
- DCYA engaged with ETBs to establish sample projects
- Stakeholder consultations commenced

2017

- Measurement Advisory Group (MAG) established
- New tranche of sample projects undertaken
- Consultation process with children and young people
- Two phases of consultation with adult stakeholders

2018

- MAG hosted “Measurement Conversation”
- Engagement sessions with stakeholders
- Newsletter issued by DCYA to all stakeholders to communicate updates on design process

2019

- Final design stage consultations
- Newsletter issued by DCYA to all stakeholders to communicate updates on design process

VFMPR Lead Team

The Lead Team was established in 2016. It has helped to guide the scheme design and implementation, on foot of the VFMPR recommendations. The Lead Team is a “cross organisation” group, with representatives from various organisations and umbrella bodies. Under the GOAL Public Service Reform Programme the work of this team was supported by the staff from the Centre for Effective Services (CES). The GOAL project had a role in generating an evidence base to inform the process of scheme design. It also assisted in the design of the consultation process and sample services.

The Lead Team has aimed to ensure that the **UBU Your Place Your Space** scheme is policy driven, outcomes focused and meets the required standards of governance, performance management, and compliance. The strategic design process for the scheme has been informed by the following components:

- » Evidence review;
- » Consultation and engagement with stakeholders;
- » Consultation with young people; and
- » Sampling of TYFS design components.

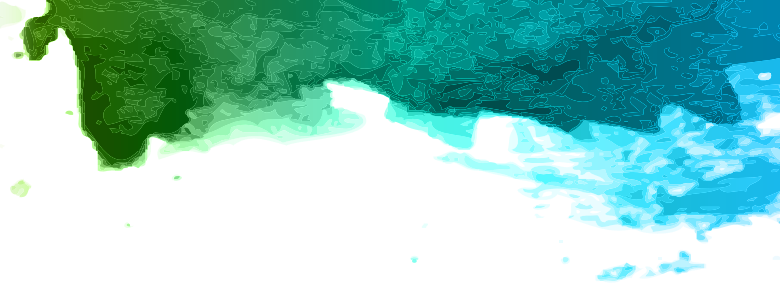
As of August 2019, the VFMPR Lead Team consisted of staff from the DCYA and the following external organisations:

- University of Limerick
- The Department of Rural and Community Development
- The National Youth Council of Ireland
- Léargas
- Education and Training Boards Ireland
- Education and Training Boards
- TUSLA
- The Department of Justice and Equality
- The Department of Education and Skills

Measurement Advisory Group

The Measurement Advisory Group (MAG) was established in 2017 as a subcommittee of the Lead Team, and its function was to advise the DCYA on options regarding measurement in the new **UBU Your Place Your Space** scheme. The MAG consisted of DCYA staff and relevant experts who focused on designing ways of understanding, demonstrating and measuring the work that is taking place in youth services across the country. The MAG did research and tested ways to measure:

- » What a youth service does;
- » Who uses a youth service; and
- » How a youth service impacts on the development of young people.



The MAG held meetings and undertook a number of research activities including visits to youth services, a literature review, and an open call for submissions. As part of its work, the MAG:

- » Reviewed methods used in similar schemes around the world;
- » Carried out site visits in youth services;
- » Reviewed a range of consultation reports carried out with youth services and young people looking at measurement;
- » Developed tools and processes to trial in twenty different sample youth services around the country; and
- » Issued an open call for submissions by the Minister from organisations working with young people to look at ways of measuring outcomes.

The MAG submitted its final Memorandum in April 2019. This memo set out the final recommendations of the MAG regarding the development of a measurement system and counting rules policy for the **UBU Your Place Your Space** scheme.

Measurement Conversation, 2018

The MAG hosted a “Measurement Conversation” which was launched by the Minister in Croke Park in November 2018. This event was attended by 180 frontline workers, managers, and policy makers. Over thirty organisations presented on the ways they measure what they do and what they use to help them understand the difference their service makes in supporting young people.

Three ETB Youth Officers and representatives from two of the sample services presented on their experience of using the measurement tools on a trial basis. The event provided the MAG with a range of feedback and views regarding using the tools. The feedback was reviewed alongside additional research. In December 2018 a report was produced which summarised the key feedback from the Measurement Conversation event with youth sector stakeholders.

Sample Services (2016–2018) and Development of Area Profile Needs Assessment and Service Requirement Tool

The scheme design was also subject to a process of co-design and testing through the development of 23 sample services. The DCYA engaged with the sixteen Education and Training Boards (ETBs) around the country to establish these youth services. In addition to trialling certain aspects of the **UBU Your Place Your Space** scheme through the sample youth services, the APNASR tool was also an output of this process. This tool is a key component of needs assessment in the **UBU Your Place Your Space** scheme. The DCYA worked with sixteen ETBs to co-design the tool.

Sample Services, 2016–2017

While the **UBU Your Place Your Space** scheme was under development, and as part of the implementation of the VFMPR recommendations, the DCYA engaged with the sixteen Education and Training Boards (ETBs) around the country to establish a number of sample youth services over the course of 2016 and 2017. New sample youth services became test sites to help co-design governance, measurement and oversight processes with 23 new services in eleven ETBs.

2016

Budget 2016 allocated up to €200,000 in respect of new “sample youth services” to be initiated during 2016 in areas of the country where there was a pressing need for services for young people. A recruitment and assessment process took place at ETB level. Youth services were established in each identified area, providing supports and services to young people in need.

2017

Following on from the 2016 sample services, a new tranche of sample youth services for 2017 was undertaken. The DCYA secured funding to develop and expand a number of sample VFMPR youth services across the country, specifically in areas where a gap in provision had been identified. In line with the VFMPR these services were for young people aged 10–24 that had identified needs additional to the general population.

During 2017 ETBs were invited to submit applications for the development of a limited number of new youth services and to expand some existing youth services where there was a proven need. Ten new youth services were established and seven providers enhanced existing youth services.

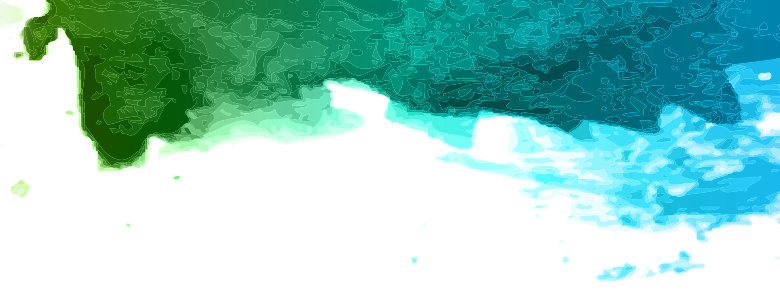
Consultation Process

The design of the **UBU Your Place Your Space** scheme was informed by an extensive programme of consultation throughout the programme of reform. The consultation focused first and foremost on young people. Sixteen different consultation events took place throughout the country.

The adult stakeholder consultations provided opportunities for youth workers, boards of management, national youth organisations, volunteers and other key stakeholders to input into the design of the **UBU Your Place Your Space** scheme.

Stakeholder Consultations, 2017–2019

Following the publication of the VFMPR (DCYA, 2014) and the subsequent government approval to implement the recommendations, the DCYA worked to provide an evidence base for the revised scheme, including extensive consultation with almost 600 stakeholders. The DCYA undertook a sector-wide consultation on the scheme with relevant stakeholders. This engagement included consultation with young people from the targeted groups, in a geographical spread throughout Ireland.



Consultations with Young People

From 2016 to 2018, DCYA carried out forty national and regional consultation events in preparation for the introduction of the new **UBU Your Place Your Space** scheme. At these events, young people were asked about their experiences and opinion of youth services.

Twelve young people were invited to be involved in designing focus group sessions. The purpose of these sessions was to ask young people their opinions on the revised youth funding scheme, new youth services from 2016 and the augmented youth services from 2017. Ten different focus groups took place nationally with 78 young people aged 13–18 in youth service venues throughout the country. As part of these focus groups, a survey was carried out asking young people their opinions on their youth services.

In October 2017 a report was produced which documented the findings from a series of consultations with young people on youth work. The DCYA engaged in a consultation process with young people throughout the country between April and August 2017. The intention of this consultation process was to include the voice of young people in the design of the **UBU Your Place Your Space** scheme. The voices of young people were elicited through a series of three national events and a range of thematic focus groups and interviews which took place throughout the country over a five-month period.

Consultations with Other Stakeholders

In October 2017 a report was produced which presented the findings from a series of consultation events held throughout the country in April, May, and June 2017 by the DCYA. The events were designed to enable practitioners, managers, boards of management, Education and Training Boards, and other funders to inform the design of the **UBU Your Place Your Space** scheme. Participants in the consultation were invited to express their views on the underpinning principles that should inform the **UBU Your Place Your Space** scheme, and on what is currently working well and what could be improved.

Second Phase of Consultation with Other Stakeholders

In December 2017 a report was produced which presents the findings from the second phase of a consultation process with the practitioners, managers, boards of management, and Education and Training Board representatives held in Dublin in November 2017 by the DCYA. The event was a follow-on from the earlier series of consultation events held across the country. This second phase brought together a randomly selected group of the participants who had attended the first phase of consultations, to consider in more detail specific issues relevant to the design of the **UBU Your Place Your Space** scheme.

Stakeholder Engagement Sessions

In August 2018 a report was produced presenting the findings from a series of engagement sessions with practitioners, managers, boards of management, and Education and Training Board representatives held in April and May 2018 by the DCYA. The sessions brought together key stakeholders to respond to a proposed draft outline of a redesigned targeted youth funding scheme. The report details the process and findings of a series of engagement sessions with the national and independent organisations providing services potentially funded under the **UBU Your Place Your Space** scheme and ETBs who will have a governance role under the **UBU Your Place Your Space** scheme. The purpose of the sessions was to inform the further development and refinement of the **UBU Your Place Your Space** scheme.

Final Design Stage Consultations

The DCYA has held a number of consultation events in 2019. These consultation processes have been designed to allow key stakeholders to feed in to the final design phase of UBU Your Place Your Space. These events have been as follows:

August 2019: DCYA Internal workshop on the Scheme policy – opportunity for DCYA Units to comment and provide input and observations before the final drafting process.


August 2019: Series of workshops to clarify the “as is” business processes within a selection of individual ETBs. The purpose of these workshops was to focus on clarifying, mapping, and documenting processes that are relevant to the new targeted youth funding scheme and currently operate within ETBs.

October 2019: ETB coordination committee workshop to input into the final phase of the design of the new targeted youth funding scheme. The purpose of this event was to provide an opportunity for ETBs to input in relation to the following questions about the draft policy document and ETB user guide:

- What are the gaps?
- What needs clarification, more information or detail?
- What are the implementation challenges from an ETB perspective?

October 2019: DCYA and Youth Sector Engagement regarding the Targeted Youth Funding Scheme. The DCYA hosted an event with organisations currently in receipt of the targeted youth service funding. The purpose of this event was:

- To inform the youth sector of the new targeted youth funding scheme: **UBU Your Place Your Space**, in advance of the scheme launch in December.
- To provide an opportunity for the youth sector to inform the implementation plan and planned capacity building initiatives for the new targeted youth funding scheme.



Final event – Friday 8 November in DCYA: Further to a formal request from ETBI to the DCYA for further consultation in relation to finalising the design of the **UBU Your Place Your Space** scheme, a workshop session took place with the following purpose:

- To provide an opportunity for ETBs to inform the development of the user guides, application forms and related performance oversight templates and tools.
- To focus on crosscutting themes raised in the written ETB feedback.
- To promote understanding of policy decisions made by the DCYA in consultation with stakeholders.





Department of Children and Youth Affairs

Block 1, Miesian Plaza

50–58 Baggot Street Lower, Dublin 2

D02 XW14

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