



BBNI Education Authority (EA) Guide to Spending 2024/25



EA Funding



- ▶ If you have accepted your offer of EA Funding, you should now have received your EA Funding
- If you have not received any funding yet, it may mean you are to receive an EA Verification visit. Please email EA on: youthfunding@eani.org.uk

Annual Report for 24/25 session - Income and Expenditure Report



Income and Expenditure

- There is a copy of the Income & Expenditure spreadsheet attached to the recent email you received from EA with your 'Letter of offer'.
- Save this spreadsheet to your desktop.
- Complete this as you spend this will keep a tally of all expenditure and make it easier when submitting your expenditure to EA. The form can also be downloaded here.

			Schedule of Payments by Budget Heading			
Youth Club Name				Cost Centre		
unding Strand	Generic/Non-Targeted			URN NUMBER		
Total Funding received			E			
Claim Period			01/4/2024 to 31/03/2025			
submitted on this form that is ineligible	e will be disall	oved. ONCE AN	terence the Lerms and Conditions booklet that was sent with your letter of offer be I INCOME AND EXPENDITURE FORM HAS BEEN SUBMITTED ON THE PORTAL NO FI ACCEPTED AT ANY STAGE on required below, It will be returned to your organisation, and this will delay payme	JRTHER CHAN	IGES CAN BE	
Organisaton to complete	Organisaton to complete	Organisaton to complete	Organisaton to complete	Organisaton to complete	EA Office Use only	Formula do not
Payee Supplier Name - Business Name of who supplied the goods or services	Invoice Date (dd/mm/yyy	Invoice Number or Receipt	Item Description - Please ensure you give details of the items that were purchased.	Total Cost (Incl. VAT)	EA Vouched	EA Not Vouched
						€0.00
						€0.00
						€0.00
						€0.00
			Total Expenditure against EA Funding	£0.00	60.00	€0.00
			Complete information below			
As my organisation only had expenditur his leaves an underspend of	e e	against the 20	24-2025 EA Generic/Non Targeted Grant Allocation.			
where underspends are identified above the EA	Youth Services	rill raise an invoice t	o your unit requesting the return of any funds not spent. Directions on how to make payment will be p	rovided on the in	voice.	
oigned (A typed signature is	Chairperson	Treasurer				
Date	onampersoni	ricasure:				
You will be required to upload this completed	Income & Exper	nditure return for 20	24-2025 along with your statistical and engagement return for 2024-2025 but not until after 31/03/2	025. Link for this t	o be issued at a	ater stage

EA Spending



- ▶ Please ensure all spends are made by 31st March 2025
- Any money not spent will need to be returned to EA
- ► Please note: You can submit receipts dated from 1st April 2024 to 31st March 2025

Annual Report for 24/25 session - Income and Expenditure Report





Check here to see what you can claim for

Terms and Conditions for Use of Generic Youth Provision Funding – EANI Funding



Funding

Funding Guidance & Support Youth Work Resources

Register with EA

Talk to us

Terms and Conditions for Use of Generic Youth **Provision Funding** Click here for the terms and conditions: https://eanifunding.org.uk/tcs/terms-and-conditions-foruse-of-generic-youth-provision-funding/

Examples of spends



Trips

Ulster Rugby

Tel: 02890493222 (option 1) website: https://ulster.rugby

NI Football
Tel 02890669458 https://www.irishfa.com

Belfast Giants https://www.belfastgiants.com

Todds Leap, Balllygawley
Tel: 02885567170 https://toddsleap.com

Prison Island Escape Rooms

Tel: 02890380862 https://prisonislandbelfast.com

Dundonald Icebowl

Tel: 02890809100 https://www.theicebowl.com

The Lake at Kilrea

email: info@thelakekilrea.com https://thelakekilrea.com

Kartsport Indoor Karting, Ballymoney https://www.kartsportleisure.com

Eddie Irvine Sports

Tel: 02891451457 https://www.eddieirvinesports.com

Ganaway Activity Centre

Tel: 02891861297 https://ganaway.co.uk

Bowling Jet Centre, Coleraine

Tel: 02870350000 https://www.thejetcentre.co.uk

Oakfire Adventures, Londonderry

Tel: 07731171177 https://oakfireadventures.com

Blue Green Yonder Enniskillen Adventure Centre Tel: 02866480001 https://bluegreenyonder.com

Company Nights

Materials can be bought for programme to include: Cookery, Sports, Woodwork and Crafts.

You can also book external agencies to come and visit your BB Company.

Some examples are:

Sportstopia - Tel: 07883684104 https://www.sportstopia.co.uk

The Gathering Drum - Tel: 07823881315 https://thegatheringdrum.com

Go fly your kite - Tel: 07921510152 https://goflyyourkite.com/

Skill School - Tel:07703100268 http://www.skillschoolni.com

Wee Critters - Tel: 07912785047 https://www.weecritters.org/

CALM with Carole - Tel: 07468288996 https://www.cwctherapies.com/

Rock BMX Ministry - email: martinbmx32@gmail.com

Residentials

Residential Costs for weekends away. Some ideas for venues are:

Share Centre https://www.sharevillage.org

Ganaway - https://ganaway.co.uk

The Jungle NI - https://www.thejungleni.com

Equipment

Equipment to facilitate programme/activity only – up to £1000 per item. Sports, cookery etc.

ICT equipment to facilitate programme/activity only – up to £200 per item.

Overheads

Heat, lighting, photocopying, cleaning materials.

Badges/DofE

BB Badges, QB courses & DofE participant places can be claimed for.

BBNI Fees

You can claim £6 per young person. (£3 for BBNI Insurance & £3 BBNI Programme)

Notes

Entry fees, tickets & bus hire costs are all covered by EA funding.

When on a trip, food at McDonalds etc. or at the venue is covered.

Spends that are not allowed



Full BBNI Fees Fund a Tuck Shop

Bank Fees Leader Training

Easter Eggs Travel/Mileage

Selection Boxes Uniform

Gifts for Leaders Meal for Leaders

Gifts for Young People



Examples of spends



Not sure?

If you have a query regarding eligibility of expenditure that you wish to seek clarification on, please email: youthfunding@eani.org.uk.

Their response should be kept by the organisation, as this may be requested at verification stage.

