



**UK Youth
Grant Fund**

**The
UK Youth
Fund**

Delivered by

UK YOUTH

Funded by

 Department for
Digital, Culture,
Media & Sport



Application Form Guidance Notes

Thank you for choosing to make a grant application to the UK Youth Fund. These guidance notes are to help you complete the online application form.

UK Youth is a leading national charity committed to improving young lives. For over 100 years we have been supporting young people to develop the skills and confidence they need to reach their full potential, regardless of their circumstances or background. We do this through our Movement of more than 5,500 local youth clubs and organisations across the UK, collectively we reach more than 1.6 million young people.

UK Youth is proud to offer these grants in partnership with DCMS and the Youth Accelerator Fund for organisations in the UK Youth Movement in England to deliver extra sessions in clubs and settings for young people. Our aim is to provide increased capacity and support for grassroots organisations by providing grants of up to £20,000.

The funding is intended to enhance or expand existing sessions that you already provide. We are not expecting you to create new projects. We want to know what you do and how our funding can make that even better and reach more young people.

Whilst any size organisation can apply for funding, preference will be given to those with a turnover of under £1,000,000 a year.

Please note that applications for this fund will only be open from 30th January to 11th February. If demand exceeds expectation, we may close applications early, so it is highly recommended that you complete your application as soon as possible.

We have endeavoured to make the applications process as simple and straight forward as possible, so it shouldn't take you too long to complete.

Good Luck!

Create a login account

Before you begin your application we recommend that you create a login account, this will allow you to save your application while you are writing it and come back to finish it later. If you do not create a login account you will have to complete your application all in one go, so it's worth doing it now.

At the top of the first page:

Tick the Box next to "Save my progress and resume later"

You will be asked to enter your email address and create a password, confirm your password and then click "Save". Once you have done this you will be asked to "Resume this form now" which will take you back to the first page. You will also receive an automated email containing a link to help you resume your application later.

Please note that all questions with a red * must be answered.

If a question asks you to give a numerical answer please only use numbers. No letters, punctuation, £ signs or spaces, as these may cause a problem with your form.



Eligibility

The first page of the application is to check that you are eligible to apply for this grant programme. Every question must be answered to be able to progress to the main application form.

1. Please select the type or organisation you are applying on behalf of.
2. We can only fund organisations signed up to the UK Youth Movement, so you must answer "YES" to this question. If your organisation is not a member please follow the link underneath the question before proceeding. It's completely free and takes just two minutes.
3. Please confirm that you are asking for an amount between £3,000 and £20,000 that will have been committed by 31st March 2020.
4. Please confirm that the funding will be for the delivery of extra sessions or the expansion of existing sessions to reach more young people in England.

5. Please confirm that your organisation has at least two unconnected people on the board / committee. By unconnected we mean that they should not be family members or have a direct personal connection to you.
6. To reduce the risk of fraud we can only fund organisations with a UK bank account managed by at least two unconnected or unrelated people.
7. Ideally, we will want to be able to see that you have a copy of your most recent accounts on the charity commission website.

When you have answered these questions correctly click on the NEXT PAGE button to take you through to the main application form.

At the top of each page you will see a row of page numbers which will enable you to navigate through the application form and look at all the questions.

Tell us about your organisation

- Q1 – Q4** In most cases we will only contact the main point of contact. Please note that successful applicants will be informed on 24th February 2020 and will have until 5pm the next day to accept the grant. So the main point of contact should check their email on this date and be contactable.
- Q5 – Q8** If we can not reach the Main Contact or there is another issue, we will then contact the alternative point of contact.
- Q9** Name of Organisation to which the grant will be paid.
- Q10** If you know your organisations date of registration, please tell us.

- Q11** We need your registration number so we can check your accounts
- Q12 – Q15** Your organisation's registered address.
- Q16** We would like your website address so we can learn more about your organisation and the work you do.
- Q17 – Q19** Please give details / handles of your social media accounts. If you are successful we may tag you in our posts.
- Q20 – Q24** Please enter your financial details as they appear in your latest annual accounts. Free reserves are your unrestricted funds, if fundraising costs are not listed in your accounts please give an estimate.
- Q25** We need to be able to check your latest annual accounts. If they are not available on the Charity Commission website please upload a copy here.



Tell us about your activity

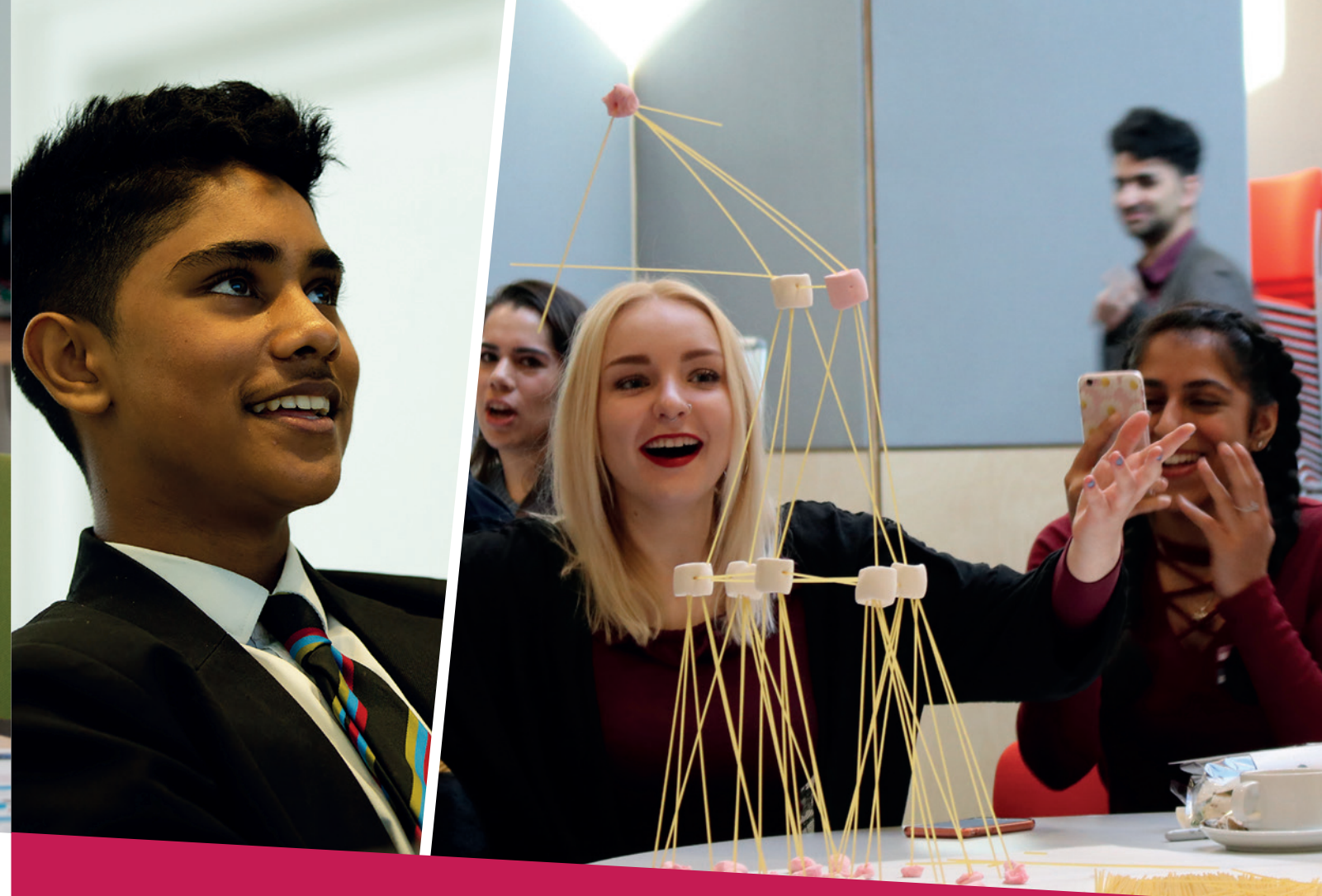
- Q1** Please give the name of your activity eg: "After school football sessions, or Homework club"
- Q2** Please select the geographical area that the activity takes place.
- Q3** Please describe your activity and it's benefit to young people as simply as possible eg: "We run football and fun sessions 3 times a week for 8 – 18-year-old boys and girls. The football training sessions provide a healthy physical activity and encourage teamwork. There are very few safe places for young people in our area to meet and have fun. After the training sessions comes the fun when our young people spend time in our clubhouse playing games and socialising. Our youth workers use this time to talk with our young people about what is going on in their lives, particularly in reference to maintaining good mental health. This approach to sport and support for young people is very popular and we often have more young people that we can properly accommodate..."

You have 250 words.

- Q4** It is important to us that young people are empowered by being involved in the development and selection of activities provided for them. Please use this space to explain how young people shape your organisation. Did your young people help with this application or make suggestions as to what was needed? Do you have a young person on your board / committee? Do young people contribute to the planning or running of sessions?

Again, you have 250 words.

- Q5** How will our funding improve what you do? How will you spend the money and why? Please explain the impact of the additional sessions and how more young people will be reached due to this funding. Eg: "We need more football equipment (balls, shirts, goalposts) as what we have is very old. Our youth workers are great but sometimes they can't talk to everyone, so we would like to hire another coach and a support worker. If possible we would like to offer sessions on a Saturday so our young people have somewhere safe and welcoming to come at the weekend. With this funding we can run an extra 3 sessions a week, 12 a month. We get 20 -25 young people a session, so that will mean up to



600 extra young people attending a month. We will also be able to improve what we already do, especially with the talking therapy. So everyone who already attends our regular sessions will also benefit from the new equipment and having the extra support workers to talk to if they need..."

You have 250 words.

What is the total number of sessions your organisation delivers for young people every month?

- Q6** How many additional sessions will this funding enable?
- Q7** How many hours of additional youth work will this funding provide?
- Q8** How many young people will directly participate in these activities or benefit from this funding? If a young person attends more than once, please count each attendance.

- Q9** We want this grant programme to promote 5 core outcomes for young people. Please tick all that apply to the sessions you deliver. If your application is successful you will be asked to explain in your end of grant report how your activities and the funding achieved these outcomes.

- Q10** What is the total amount you are asking us for? If your annual income (your answer to Part 2 Question 21) is under £250,000 the maximum you can apply for is £10,000. If your annual income is over £250,000 the maximum you can apply for is £20,000. We cannot award a grant that is more than 12.5% of your annual income e.g: If your annual income is £50,000 a year, you can only apply for a maximum of £6,250.



Q11 Please list all the things you will spend the grant on. Put the name of each expense in the item box, give a brief explanation in the explanation box, then put the cost of that expense in the total box.

To add another expense please click on ADD ANOTHER ITEM and repeat the steps above. All your expenses will automatically total up under TOTAL REQUESTED. This amount should be the same as your answer to Q10.

Eg:

11. Please give a budget for this additional spending:
(Please see the guidance notes for a full list of eligible expenditure)

Item *	Explanation *	Total (£) *
New Footba	20 footballs @ £10 each	200
Item *	Explanation *	Total (£) *
Goal Posts	5 sets @ £200 each	1000
Item *	Explanation *	Total (£) *
4 Coaches	Extra coaches for new & current sess	8000
Item *	Explanation *	Total (£) *
Utilities	Pitch Hire & club running costs	4300
Item *	Explanation *	Total (£) *
Kit	Team shirts & training equipment	1500
Add Another Item		
TOTAL REQUESTED		
£		15000

What you can spend the funding on:

- Equipment
- One-off events
- Staff costs
- Training costs
- Transport
- Utilities / core running costs
- Volunteer Expenses

What you cannot spend the funding on:

- Alcohol
- Contingency costs, loans, endowments or interest
- Political or religious activities
- Profit making activities
- Fundraising
- VAT you can reclaim
- Statutory activities
- Capital works or refurbishment costs

Q12 We may not be able to offer you the full amount you are requesting. If you are awarded less we would like to know how you will be able to either scale the activities appropriately or make up the balance from your reserves or other sources.



Organisation Bank Details

Q1 – Q4 We aim to pay grants to all successful applicants within 4 days of informing you that you have been successful. We need to have your bank details now so payment can be made quickly. Please check that you have entered all details correctly.

For us to be able to verify the information you have given us we need a photo or scan of a bank statement or paying in slip. It is important that we can read the account name, account number and sort code. We do not need to see your balance or any transaction information.

Confirmation and submission

Q1 -Q10 Please confirm your agreement of the terms and conditions of the grant

When you click the REVIEW YOUR APPLICATION button at the bottom of the page you will be taken to the final review page where you can read through your entire application on one page. Once you are happy with what you have written please click the CONFIRM button at the bottom of the page. This will send us the application and you should see a page thanking you for making an application.

If there is a problem with how you have completed your application or if you have missed a mandatory question out, you will not be taken to the final review page. Instead you will be taken to the part of your application form where there is an error or missing information which will be highlighted in red. Once you have solved any issues please return to page 6 and click the REVIEW YOUR APPLICATION button, read through your application and then if you are happy with what you have written, click the CONFIRM button on the bottom of the page.

All successful applicants will be notified by email on Monday 24th February. You will be sent a link to accept the grant offer. You must accept your grant offer using the link before 5pm on Tuesday 25th February.

All unsuccessful applicants will be contacted by Wednesday 26th February. Unfortunately, we will be unable to give feedback on applications.

Please note that if the number of applications we receive exceeds our expectations we may close applications early. So please apply as soon as possible.

We hope you have enjoyed completing this application. We look forward to reading about the work you do.

Good Luck!!

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