

# The UK Youth Fund- Covid Relief

## Questions & Guidance Notes

This document is designed to help you complete The UK Youth Fund questionnaire. We advise you to review this document before you begin completing the questionnaire so that you know what information you will need to gather in advance. Please also read our FAQs which has detailed information about The UK Youth Fund – Covid Relief.

Unfortunately, we do not have the resources to receive incoming calls. The quickest way for you to receive a response is to email us. If the answer to your question is not in this guidance document or the FAQs or, please send an email to [grants@ukyouth.org](mailto:grants@ukyouth.org). We are committed to ensuring all organisations can complete this questionnaire. If you require a different format then please email [grants@ukyouth.org](mailto:grants@ukyouth.org) stating 'Accessibility' in the subject box.

Please note the grants inbox is monitored Monday - Friday between 9-5pm and we aim to respond to all enquiries within 24 hours.

### Page 1 - Contact Details

This is the basic information we need to identify your organisation correctly and make contact with you. Please double check that you have entered your email address correctly as this is what we will use to contact you. We will not be sharing any of the identifiable information in this section with anyone outside of UK Youth.

1. Name of organisation

2. Type of organisation      **Tick One of the Following Boxes –**

Unincorporated Association; Charitable Trust; Charitable Incorporated Organisation; Voluntary / Community Group; Charitable Company; Community Benefit / Cooperative Society; Limited Company (including CIC); Limited Liability Partnership; Development Trust & Social Firm; Local Authority; School / College; Other

3. Name of main point of contact for this application

4. Role of main point of contact

5. Email address of main point of contact

6. Phone number of main point of contact

Please do not enter any spaces or punctuation

7. Charity Commission Registration number

If you do not have a Charity Commission Registration number please type NA

8. Companies House Registration number

If you do not have a Companies House Registration number please type NA

9. Registered organisation address 1

10. Registered organisation address 2

11. Registered organisation address 3

12. Registered organisation postcode

13. In which geographical areas do you deliver services to young people?

Please Tick all that apply - East Midlands; East of England; London; North East; North West; South East; South West; West Midlands; Yorkshire & Humber

14. Website address

15. Twitter

16. Facebook

17. Instagram

18. LinkedIn

## Page 2 - About Your Organisation and Young People

19. Please describe the work of your organisation. Free Text - 250 word limit

Please use your own words to describe your organisation, the work you do with young people and your reach.

20. What is the current operational status of your organisation?

As of today, how is your organisation functioning? Have you had to limit opening times or numbers? Have you had to scale up your services? Please select one option. Drop down - We are operating at an increased level; We are operating as

normal; We are operating at a reduced level; We are temporarily closed; We are preparing to permanently close.

21. What youth work provision do you deliver? (Tick all that apply)

Please select all the options you would regularly provide as part of your core provision. Even if you cannot currently deliver a particular provision due to covid, please still select it if it is a provision you would return to if you could. Tick Boxes - Universal Youth Club; Outreach; Sport & physical fitness; Educational; Wellbeing; Arts; Mentoring; Special Needs / Disability; Outdoor Learning; Residential; Youth Voice; Specialist support; Mental Health; Other (Please specify)

22. How do you deliver your youth work activities? (Tick all that apply)

How have you normally delivered your youth work activities. Select all the delivery methods you would normally use, even if you are not currently doing so due to covid. Tick Boxes - Open access youth work; Targeted youth work; One to one provision; Mobile provision; Outreach; Detached; Outdoor learning; Other (Please Specify)

23. What proportion (%) of the young people you work with do you regard as facing barriers, discrimination or additional challenges?

When you consider the total number of young people you engage with, what percentage of that number do you consider to be experiencing disadvantage. By this we mean that when you think of these young people, they face additional challenges in life that are not of their making. This could be due to poverty, their home situation, disability, that they are experiencing the effects of discrimination or other causes of which you are aware. If you run a disability group or for young carers then you may regard 100% of your young people to be facing barriers. Perhaps you run a football club and you know a third of your players are on free school meals or facing other challenges in life. Please do not put the number of young people but a percentage.

24. Does your work with young people specifically target any groups who face barriers, discrimination or additional challenges? (Tick all that apply)

Do you deliver any youth work or have provision that specifically targets any of the following groups? We are not asking if young people from these communities engage with your provision. What we want to know is if you, for example, run a programme specifically for young parents that may target their particular needs. Tick Boxes - LGBT+; Experience or at risk of criminal justice system; Refugee Asylum Seekers; Young Carers; Experience of Care System; Black, Asian or Minority Ethnic

Communities; Traveller Community; Homeless Young People; Disabled Young People; Affected by Mental Health; Young Parents; No; Other (Please specify).

25. What are the most pressing issues for the young people you are working with?

We understand that the issues young people face can be as large as living in poverty, as personal as racial discrimination, or as local as poor transport links. Therefore, the purpose of this question is to give you the opportunity to give us a snapshot of what you see as the biggest issues holding the young people you work with back. For example, you may have seen reduced services leading to anti-social behaviour and a breakdown of relations with the community. Perhaps you've seen increasingly poor mental health among your young people, which is impacting upon school attendance. Or maybe there is a lack of employment opportunities making your young people more vulnerable to crime.

This question is about the headlines rather than the detail. Please answer this question in 10 words or less. For example: "Losing access to youth workers made mental health pressing issue"; "Struggling with affording travel to the centre"; or "mental health and losing their social network in lockdown".

Free Text Box with 10 word limit

26. Before covid how many young people would you normally work with over the year?

We want you to think about your youth provision before covid started. If covid had not happened, how many different young people would you have expected to engage over the course of a year?

27. How has the number of young people you are working with changed since covid hit?

Thinking about your youth provision before covid and now comparing it to your current provision, are you engaging with more or fewer young people? And in what proportion? You may not be able to work with as many young people due to social distancing or having to reduce your hours of delivery. Or you may have been able to expand your delivery to engage more young people. We just want to know if the number of young people benefiting has changed. Select one option from the Drop Down Box - We are working with a significantly increased number of young people; We are working with an increased number of young people; We are working with about the same number of young people; We are working with a decreased number of young people; We are working with significant fewer young people.

28. How has the demand for your services changed since covid?

This question is about the demand for your services from young people, regardless of whether or not you have been able to meet that demand. Are you inundated with requests for support from young people that you can or are unable to meet, or have you seen demand for your provision drop for whatever reason. Please select one option from the Drop Down Box - Significantly increased level of demand; Increased level of demand; Demand at pre-covid levels; Decreased level of demand; Significant reduction in our level of demand.

29. What barriers are young people facing in accessing your provision now due to covid?

We want to know what the key barriers are now for young people to access your services. They could be existing or entirely new. This question is about the headlines rather than the detail. Please answer this question in 10 words or less.

Free Text (10 word limit)

30. How have you adapted the delivery of your services since covid?

We understand that many of you have had to make significant changes to the way you deliver your youth provision because of covid. We want to know how you have adapted the delivery of your service. Please tick all that apply. Tick Boxes - All services now online / by phone; Delivery of services now partly online / by phone; Reduced the number of young people who can attend; Reduced the hours we are open; We have not been able to adapt our service delivery; We have not needed to adapt our service delivery; Other (Please specify)

### Page 3 - Your Finances

The following questions will help us gain a clear understanding of the impact covid has had on your finances and that across the sector. When answering these questions please only enter numbers, do not use any punctuation or £ signs.

Please tell us your actual or expected income for the following years:

31. Your financial year before covid (actual)?

Ideally, this should be your income as stated in your most recent annual accounts that do not include the period of time since you were impacted by covid.

32. The current financial year (expected end of year position)?

This figure should be for the financial year you are currently in and include the period of time since you were impacted by covid.

33. Next financial year (estimated)?

We realise this will be a difficult figure to estimate. Taking into account how covid has impacted your income and how you've adapted, whether you see yourselves existing in a "new normal" or continuing to struggle to survive. By the end of 2021 and going into 2022 what do you realistically think your income will be?

Please tell us your actual or expected expenditure for the following years:

34. Your financial year before covid (actual)?

Ideally, this should be your expenditure as stated in your most recent annual accounts that do not include the period of time since you were impacted by covid.

35. The current financial year (expected end of year position)?

This figure should be for the financial year you are currently in and include the period of time since you were impacted by covid.

36. Next financial year (estimated)?

We realise this will be a difficult figure to estimate. Taking into account how covid has impacted your costs and how you've adapted, whether you see yourselves existing in a "new normal" or continuing to struggle to survive. By the end of 2021 and going into 2022 what do you realistically think your expenditure will be?

37. How has your income been impacted since covid?

For this question please just think about the period of time in your organisation since your income first became affected by covid until now. For many of you that will be from April this year. How much income have you received compared to what you would have expected to receive. Please include all forms of fundraising and income generation. Do not include income due to the furlough scheme and do not include loans or any funding support you will need to repay. Please do include any other covid related grants you may have received.

Drop down box - Reduced by more than 50%; Reduced by 25% - 50%; Reduced by up to 25%; Income has not been impacted; Income increased by up to 25%; Income increased by over 25%.,

38. How has the cost of delivering your services to young people changed since covid?

As with the income question, we want you to think about the period of time since your organisation first became affected by covid. Have your costs of delivering your services changed? This maybe because you have had to invest in PPE or other mitigation to reduce the risk of transmission, or you may have had increased IT costs so that you can communicate with your staff and young people. We want to know if the cost of delivery has changed regardless of whether you have then taken on those costs. So for example if the cost of continuing to deliver your services has increased since April by over 50%, but you couldn't afford to pay those costs so instead cut your services, you should indicate that your cost of delivery increased by more than 50%.

Drop down box - Increased by more than 50%; Increased by 25% - 50%; Increased by up to 25%; Cost of delivery has stayed the same; Costs reduced by up to 25%; Reduced by more than 25%.

39. What were your free reserves before covid?

Ideally, this should be your free reserves as stated in your most recent annual accounts that do not include the period of time since you were first impacted by covid. Please only enter numbers, do not use spaces, punctuation or £ signs.

40. Have you had to spend any of your reserves due to the covid crisis?

If you have had unplanned spending from your reserves to make up for a shortfall in income or to meet unexpected costs due to the impact of covid please tick Yes.

Tick Box - Yes/No

41. What do you predict will be the value of your free reserves for the end of your current financial year?

If you have had to use some of your Free Reserves to cover new costs or replace reduced income, or if you think you may need to when looking ahead to 2021 please give us your best estimation on what you level of free reserves will be.

42. We are aware that many organisations have seen a reduction in income as a result of covid. Please indicate which sources of income you have seen reduced as a result of covid?

Since covid first began to affect your organisation which areas of your income have you seen reduce. Community fundraising is regarded as donations from private individuals possibly due to fundraising activities. Please tick all that apply.

Tick Boxes - Grant funding; Community fundraising; Trading income; Other (Please specify); No loss of income.

43. Have you had to or is it likely that you will have to reduce your number of paid staff since covid?

When considering this question please include freelance staff or those on zero-hour contracts who you had expected to hire. Furloughed staff should not be considered unless it is likely that they may be made redundant when furlough comes to an end.

Tick Box - Yes/No

44. Has your organisation taken part in the furlough scheme?

Tick Box - Yes/No

45. Have you attempted to access any covid related financial support other than the furlough scheme?

If you have made an application for any other covid related financial support, even if you were unsuccessful in securing any funding please tick Yes. Tick Box - Yes/No

46. If you have been successful in securing covid related financial support other than the furlough scheme, how much did you receive?

We want to know just how much covid related funding has actually reached small youth organisations in need. So if you have been successful please tell us how much you secured.

47. Financially how at risk of closure is your organisation?

We want to understand the financial pressure youth organisations are currently facing. Are you at imminent risk of closure due to financial problems? As opposed to having to close due to lockdown restrictions. If the covid crisis continues are you at risk of closing within the next 12 months due to a lack of funds?

Drop down box - Within 3 months; Within 6 months; Within 12 months; We are not at risk of closure

## Page 4 - Looking ahead

We understand that the crisis your organisation is facing may be very different to a crisis another youth organisation is facing. The crisis may be within your organisation as you run perilously low on the funds you need to survive, or the crisis may be among the young people you work with and you desperately need additional



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funding now so that you can address the fast moving nature of this pandemic and its impact on young people's lives. We want to know about your need for funding over the immediate short term – until 31<sup>st</sup> March 2021, and over the medium term April 1<sup>st</sup> 2021 – March 31<sup>st</sup> 2021 – 2022. We have split our funding offer into two periods. You can request funding to cover both periods or just one, but the funding you ask for must be spent within that specific time period. What you need funding for does not have to be the same for both periods.

48. What is your most pressing need for additional funding?

What do you most need funding for now? We appreciate that many of these options may apply to you and that they may be linked to each other. But we want you to identify the key need that funding could alleviate. Please tick all that apply.

Tick boxes - Avoid closure; Avoid redundancies; Avoid a reduction in services; Adapt delivery of services; Expand delivery of services; Replace a shortfall / loss in funding; Other (Please Specify)

49. What is your additional funding need for 1st January 2021 - 31st March 2021?

Any funding we give for this period must be spent by 31<sup>st</sup> March 2021. If you are in need of funding for this period please state how much? Please only enter numbers, do not use punctuation, spaces or £ signs.

50. What would additional funding for 1st January 2021 - 31st March 2021 be spent on?

Please itemise exactly what you would spend this funding on.

The following are examples of eligible costs to request funding for:

- Staff salaries
- Project running costs
- Running costs/overheads
- Goods and equipment which would not be capitalised (e.g. to develop enhanced physical environment and continue to deliver services)
- Organisational development

The following ineligible costs should not be included:

- Activities that make profits for private gain
- Campaigning activities (this fund is to support the delivery of direct services for vulnerable people)
- Religious activities (we can fund religious organisations if their project benefits the wider community and doesn't include religious content)
- Political or lobbying activities
- Loan repayment

- Debt repayments to HMRC or other crown debts

51. What is your additional funding need for 1st April 2021 - 31st March 2022? Any funding we give for this period must be spent between 1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2022. If you are in need of funding for this period please state how much? Please only enter numbers, do not use punctuation, spaces or £ signs.

52. What would additional funding for 1st April 2021 - 31st March 2022 be spent on?

Please itemise exactly what you would spend this funding on.

The following are examples of eligible costs to request funding for:

- Staff salaries
- Project running costs
- Running costs/overheads
- Goods and equipment which would not be capitalised (e.g. to develop enhanced physical environment and continue to deliver services)
- Organisational development

The following ineligible costs should not be included:

- Activities that make profits for private gain
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- Political or lobbying activities
- Loan repayment
- Debt repayments to HMRC or other crown debts

53. What additional non-financial support would your organisation benefit from, that could be offered Pro Bono, by skills-based volunteers or in-kind, through UK Youth?

In addition to financial support through the UK Youth Fund – Covid Relief, UK Youth work hard to source and secure Pro Bono support and skills-based volunteers for youth organisations in need. We also have programmes to distribute free IT equipment and free sanitary products. If you are interested in accessing any of the non-financial support programmes we operate please tick the appropriate boxes and we will get in touch if we can help.

Tick All That Apply - It Support & digital upskilling for staff & young people; HR and recruitment expertise; Finance & accountancy; Organisational strategy development

**The  
UK YOUTH  
Fund**

Covid  
Relief

Made possible by

**Pears  
Foundation** **phf Paul Hamlyn  
Foundation**

 Department for  
Digital, Culture,  
Media & Sport

& future planning; Fundraising advice & bid development; Professional / Career mentoring for young people; Work experience & "Day in the life" opportunities for young people; Trustees; Free IT Equipment; Free sanitary products; Networks / Communities of learning with other organisations; Other (Please specify)

## Page 5 - The Impact. In your own words

This section is for you to tell us what impact the covid crisis has had on your organisation and the young people you support. What you have done so far and what you could do with additional support. Have you or your young people been facing new challenges? What are your plans for the first three months of 2021 and the rest of the year, hopefully beyond covid? What will happen if you are unable to adapt and survive. Please answer all the questions below, or if you prefer you can provide us a link to a short video of you or someone in your organisation telling us about your experiences. If you do make a video please be sure to answer all the questions in the video.

54. Please explain the impact that a loss of funding has had on your organisation?

We would like you to answer this question in less than 50. Please just focus on headlines rather than detail. Short sharp statements work best.

(50 word limit)

55. Please explain how this has impacted upon the young people you work with?

We would like you to answer this question in less than 50. Please just focus on headlines rather than detail. Short sharp statements work best.

(50 word limit)

56. Please explain the direct impact additional funding will have on your organisation and the young people you serve?

If you need funding for both funding periods, please explain the impact for both periods.

If you are answering this question with a video, please enter a link to the video in the text box.

(500 word limit)

57. What changes have you made to your organisation and the way you engage with young people in response to the covid crisis and how successful have they been?

If you are answering this question with a video, please enter a link to the video in the text box.

(500 word limit)

## Page 6 - Organisation bank details

If you meet the eligibility for the UK Youth Fund- Covid Relief and would like your answers to be considered as an application for funding, please provide details of your organisation's bank account to which the grant should be paid if successful:

58. Account Name: Free text

59. Name of bank: Free text

60. Account number: Free numerical text

61. Sort code: Free numerical text

62. Please upload a scan or photo of an original bank statement, cheque or paying in slip which clearly confirms the above information. Screenshots of online banking cannot be accepted.

Please ensure that the name of the document you upload begins with the name of your organisation.

If you do not complete the information on this page and upload the required document, you will not be considered for the UK Youth Fund – Covid Relief.

## Page 7- Confirmation and submission

Before submitting this application please confirm you:

63. Have the appropriate processes and policies in place to keep young people safe. This must include a Safeguarding and Health & Safety Policy. We may ask to see this if you are awarded funding. Tick Box

64. Have the appropriate insurances, qualifications or affiliations to a governing body. Depending on what you want to do this could include public liability insurance, leaders or instructors with special qualifications or an affiliation to a governing body. We may ask to see these if you are awarded funding. Tick Box

65. Comply with the Equality Act 2010, the General Data Protection Regulation 2018 and Data Protection Act 2018, Public Services (Social Value) Act 2012 and all other relevant statutory or regulatory requirements.

Tick Box

66. If you receive a UK Youth grant you will be happy to complete a short online reporting form for each funding period, which will be provided to all successful organisations and must be completed by May 2021 and May 2022 respectfully.

Tick Box

UK Youth is open to all youth organisations. By completing this questionnaire, you are connecting to a network of over 7,000 other youth organisation. There are many ways you can continue to engagednese with the work we do.

67. I would like to sign up to receive regular email updates from UK Youth, to hear about events, opportunities and support. Tick box

[You can unsubscribe at any time.](#)