

The UK Youth Fund- Thriving Minds

Questions & Guidance Notes

This document is designed to help you complete the UK Youth Fund – Thriving Minds application form. We advise you to read this document before you begin your application 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 – Thriving Minds.

Unfortunately, we do not have the resources to receive incoming calls. If the answer to your question is not in this guidance document or the FAQs, the quickest way for you to receive a response is to email us at funding@ukyouth.org.

UK Youth are committed to making our grant funding accessible to all applicants. If English is not your first language and you would like assistance with any aspect of the application process please contact us and we will be happy to help you apply. If you require the application in a different format then please email funding@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.

Registering for the first time

In order to make an application you will need to register on our DoIT platform.

When signing up for the first time to DoIT, follow these instructions:

Step 1: Follow the instructions to apply to the fund and read the supporting documents on the following URL <https://doit.life/ukyouth/fund/md/205849/the-uk-youth-fund-thriving-minds>.

Step 2: Once you have read all the information click "Apply".

Step 3: Create your new organisation account (or log in if you have used Do-It to apply for a previous UK Youth Fund).

Step 4: Fill in the eligibility quiz and if successful, fill in the application form.

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Step 5: Wait to receive email notifications from the platform about next steps.

Step 6: To view your completed application, click on the “My Applications” tile and you can see a full preview of your application.

Eligibility Quiz

The first part of the application process is to determine whether your organisation is eligible to apply to this particular fund. You must respond positively to all of the questions below to be eligible and access the application form.

Please confirm your organisation:

1. Is based and delivers its work in the UK.
2. Had an income of less than £500,000 shown in your last annual accounts.
3. Is a charitable or not for profit organisation and can provide a governing document stating this.
4. Has as its primary purpose the provision of services benefitting children/young people. At least 70% of your organisation’s beneficiaries must be aged 8 – 25 years.
5. Has been operational for at least two years.
6. Has at least one year’s full accounts that are available online or submitted with this application.
7. Has 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.
8. Has 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.
9. Complies 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.
10. If you receive a UK Youth grant you will be able to commit to engaging in and attending core activities of the fund and complete all reporting requirements.

11. Agree to allow UK Youth to share the data supplied in this application form with our funding partners for the purpose of assessing your suitability to receive grant funding from this and other UK Youth grant programmes.
12. Has authorised you to make this application for funding on behalf of your organisation.

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.

1. Name of organisation
2. Name of main point of contact for this application
3. Role of main point of contact
4. Email address of main point of contact
5. Phone number of main point of contact
6. Charity Commission Registration number

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

7. Companies House Registration number

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

8. Registered organisation address 1
9. Registered organisation address 2
10. Registered organisation address 3
11. Registered organisation postcode
12. 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; Wales; Scotland; Northern Ireland.

13. Website address

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14. Twitter
15. Facebook

Page 2 - About Your Organisation and Young People

The following questions have a maximum character limit of 2000, however we do not expect you to write that much for every question. Most questions should be answerable in 200 – 300 words, but if you need to say more you can.

16. Briefly explain the work your organisation does. How do you work with young people, what activities or services do you provide and how often?

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

17. How many young people do you directly engage with over the year?

We want to know the number of young people who directly engage in your activities and services and have direct contact with your youth workers. Audience members, spectators or passive participants should not be included in your total.

18. What are the mental health and wellbeing needs of the young people you are working with and your youth workers?

What are the issues, needs and challenges faced by the individuals in your organisation, both the young people you work with and the youth workers who deliver your services. What we want to know is that you have identified a particular need or set of issues that you are motivated to tackle. We don't want you to quote government statistics or an academic report on mental health. We want to know about the issues you, your youth workers and young people are directly experiencing on the ground.

19. What is your organisation doing to meet these needs and what are the challenges that your organisation faces in achieving this?

Tell us what you have done so far to tackle the issues you've told us about in the previous question and how you hope to build on and improve your provision. If this will be a new initiative to improve mental health support for young people and youth workers then please tell us about the skills and experience you have to deliver this work. Your organisation may have provided a similar activity or programme

before with beneficial results, you may have staff with specific expertise, you may be aiming to work with or replicate work of another organisation that has had success in this field. Be sure to mention the challenges and obstacles you are facing.

20. Please explain how young people are or will be involved in the design and implementation of your plans to support their mental health?

It is important to us that young people have been consulted and involved in identifying their needs and concerns as well as being engaged in the design of a solution and having been asked what they want. How do you know that the needs you have identified in the previous questions are of the greatest importance to young people and what evidence do you have that your proposals to tackle these issues are wanted by young people and youth workers.

21. Please detail how you are directly engaging with at least one of the following focus groups:

- Young people from racialised communities
- Young people living in poverty
- Young people dealing with trauma
- Young people suffering adversity due to their gender or sexuality
- Young people living in rural communities

We aim to specifically target vulnerable communities identified by mental health charities as requiring increased support and services. Although not essential, your application will score higher if a significant proportion of the young people you engage with are within these groups.

Successful applicants working with these groups will also benefit from our targeted workshops and programmes that will focus on the specific needs within these communities.

You may not be currently providing specific services for young people from these groups, but know that they make up a significant proportion of the young people you work with.

22. Please explain how funding from the UK Youth Fund – Thriving Minds will help your organisation improve mental health support and provision for young people and youth workers.

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The unrestricted nature of the grant means that you will be able to spend the grant on any aspect of your organisation's operation. However, we would like you to demonstrate how the way in which you aim to spend the grant will help your organisation improve mental health support and provision for young people and youth workers. You may want to secure a youth worker's salary for the next three years to ensure consistency of provision, or free up a member of staff to engage in training. You may have an existing partnership with a mental health provider that you would like to scale up. You may have a current project or provision you want to expand or just ensure your rent is covered. The important thing is that you explain how that will lead to the overall aims that you have talked about in the previous questions.

As the grant is unrestricted and for three years you will be able to change how and on what you spend the following years' grants however you will still need to demonstrate how it will continue to achieve the aims of the programme.

You will not be able to spend the grant on:

- Retrospective costs incurred before 1 May 2022.
- Redundancy costs.
- Covering costs/losses already supported through other sources, including grants or any Government schemes.
- Onward grantmaking to individuals or other organisations.
- Costs related to campaigning or the promotion of political or faith beliefs?

23. Grant amount requested:

Please give the annual amount you are requesting from this fund. We do not want to pre-empt the responses we receive, but we are envisaging distributing annual grants of between £15,000 - £45,000. The grant amount offered to each grantee will take into account the size of your organisation, need and suitability for the programme of wraparound support that will be an integral aspect of the grant offer. It is therefore possible that you could be offered a different level of funding to that which you have requested if the decision making panel feel your request was too high or too low. If you are successful this will be the grant amount offered each year for the three year term of the grant.

Page 3 - Your Finances

The following questions will help us gain a clear understanding of your organisation from a financial perspective.

If your accounts are not available via the Charity Commission website, then your most recent set of accounts will need to be attached. The information you provide below must directly relate to these accounts.

Please only enter numbers. No words or descriptions.

24. Total income for the year

This figure should be as listed in the most recent full year accounts that you have uploaded with your application.

25. Total expenditure for the year

This figure should be as listed in the most recent full year accounts that you have uploaded with your application.

26. Fundraising costs for the year

This figure should be as listed in the most recent full year accounts that you have uploaded with your application. If your accounts don't list fundraising costs then please estimate.

27. Free reserves

This figure should be as listed in the most recent full year accounts that you have uploaded with your application. If your accounts don't list free reserves then please estimate.

28. If you would like to add a note on the financial information you have provided above you can do so here.

If there are any anomalies in your accounts that you should explain here. For example if your income or expenditure is much higher or lower than usual due to the impact of the pandemic. Or if your fundraising costs or reserves are particularly high.