

The UK Youth Fund – Cost of Living

Questions & Guidance notes

This document is designed to help you complete the UK Youth Fund – Cost of Living application form. We advise you to review 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.

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, if you require the application in a different format or you would like assistance with any aspect of the application process please contact us and we will be happy to help you apply. Please email funding@ukyouth.org stating 'Accessibility' in the subject box.

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

Creating your account

Before you can begin an application, you must first create an account. Please follow this [link](#) and select 'Sign up now'.

Input all your details into each box. Once all your information has been inputted click *send verification code*. Check your email for a code then enter the code below. Be sure to click *Verify code*.

Note: Please check your junk/spam folders as emails may be in there.

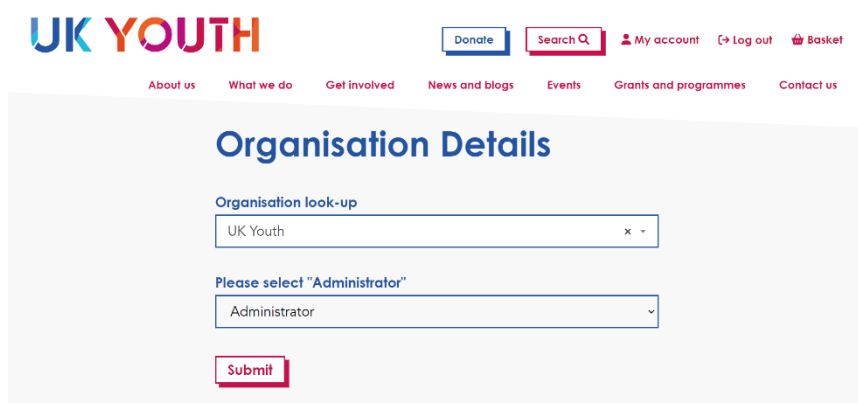
Click *Create*. On the next page, complete the personal details, contact details and demographic data, and click *save*. Your registration is complete.

Linking your Organisation

The first part of the application process is to register your organisation on the UK Youth Portal. Go to 'My account' and click *Youth organisation look-up* under 'Link to a youth organisation'.

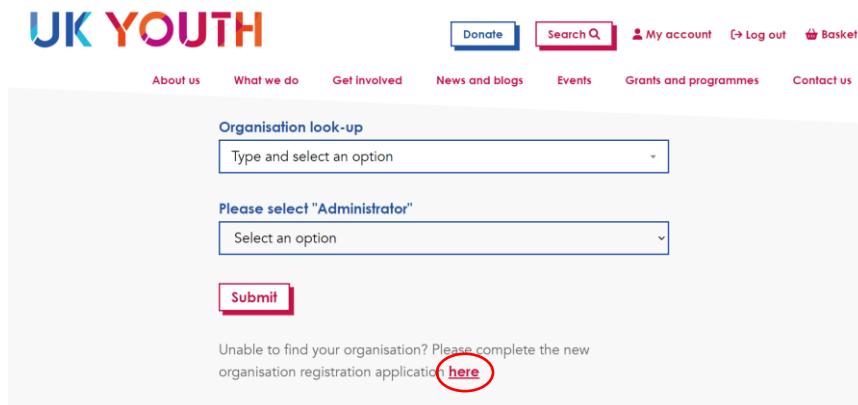
Search for your organisation by typing in the start of the organisation name. Please note, the name on our records may be slightly different so please scroll through to double check. If your organisation appears, please select it and press 'Submit'.

Note: Please select 'Administrator' when selecting your 'Relationship' (no matter your job title).



The screenshot shows the UK Youth website header with the logo and navigation links. Below the header is the 'Organisation Details' section. It contains a search box with 'UK Youth' entered, a dropdown menu for 'Please select "Administrator"', and a 'Submit' button.

If your organisation is not listed, you will need to select the link 'Please complete the new organisation registration application [here](#)'.



The screenshot shows the UK Youth website header. Below the header is the 'Organisation Details' section. It contains a search box with 'Type and select an option' entered, a dropdown menu for 'Please select "Administrator"', and a 'Submit' button. Below the form, there is a link: 'Unable to find your organisation? Please complete the new organisation registration application [here](#)'.

Please complete the information fields as completely and accurately as possible and click 'Submit' when you are ready.

Note: The information provided in Step 4: Relationship is especially important as the information provided will be used in the assessment of grant applications. Please provide as much information as you are able to.

Once you have submitted, you will see a *Thank you* message. You are now registered on the portal and can begin your grant application. Go to 'Grants and programmes' to begin your application.

Application Form Questions

You have now made it through to the application form which has been divided into 6 steps. The form has a 'Save for later' feature you can use to save your work and return to your application later. You must click 'Save for later' to save your progress.

To resume an application you have already started, please go to 'Grants and programmes' and select 'Continue application'. You may be prompted to the beginning of the application form, but information you have already entered will appear as you click through the form.

Please navigate through the different steps of the application form by using the 'Previous' and 'Next' buttons at the bottom of each page. Using your browser back button may cause a glitch. The form will not let you progress if any question is left unanswered, but you can always come back and edit anything you have written before you submit your application.

Step 1 – Before You Apply

This step is to encourage you to make sure you have completed your Organisation details on the UK Youth Portal. If your organisation was already registered on the portal, it is especially important to check that this information is filled in.

Please follow the link provided and complete this information as completely as possible. The most important questions we need you to complete are:

- Address
- Region (Please select all the regions where your organisation engages young people. You can select multiple options)
- Number of staff
- Number of volunteers
- How many young people do you support each year?
- What age groups does your organisation work with? (You can select multiple options)
- How often do you work with the following young people?

Step 2 – Eligibility Requirements

This page details the eligibility requirements for this fund. We don't want you spending your time completing an application if there is no chance of you getting funded so please read these carefully and confirm you meet these criteria in order to proceed with your application.

Please confirm the following:

You have authority to make this application for funding on behalf of your organisation.

Applicant organisation is based and delivering in the UK

Applicant organisation has a turnover of less than £500,000 in the last financial year

Applicant organisation is a charitable or not-for-profit organisation and can provide a governing document stating this.

Applicant organisation has as its primary purpose the provision of services benefiting young people. At least 70% of applicant organisations' beneficiaries must be aged 8 – 25 years old.

Applicant organisation has been in operation for at least 2 years.

Applicants must submit with their application at least one year's full accounts.

Applicant organisation 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.

Applicant organisation 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.

Applicant organisation 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.

If you have any questions regarding your organisation's eligibility, please contact us before spending time on your application.

Step 3 - 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. Organisation (drop down)

You can only apply on behalf of an organisation that has been registered on the UK Youth portal and that you have been registered as an **Administrator** for. If your organisation does not appear in the drop down, you will need to link your account to your organisation or register your organisation on the portal. Please see the instructions on how to do this above.

2. Who is the main point of contact for this application
3. Email address of main point of contact
4. Charity Commission Registration number

If you click 'yes' a box will appear for you to enter your Charity Commission Registration number

5. Companies House Registration number

If you click 'yes' a box will appear for you to enter your Companies House Registration number

Step 4 - 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 can be answered in 200-300 words, but if you would like to write more you can. We are not expecting beautifully written answers. Just speak from your heart about the work of your organisation.

6. Briefly explain the work your organisation does.

How do you work with young people, what activities do you provide and how often?

Don't forget to mention the obvious when answering this question so we can have a clear idea about the work your organisation does. Do you work out of a specific location? When are you open? What is the work you deliver?

7. What is the need you are meeting for young people and how do you ensure young people are involved in the design and implementation of the services you provide?

This question is where you have the opportunity to tell us why your organisation exists and is doing the work it does. How do you know that the young people you work with need the services you provide? How are young people sharing and guiding the services you provide? Do young people volunteer or take on responsibilities? Are you giving them a voice and listening to what they say?

8. What does high quality youth work, including outdoor learning, mean to you? Please give examples of how you deliver this.

This grant fund is not just about supporting youth organisations that are having financial difficulties. We will receive hundreds of applications from youth organisations in financial difficulty. We want to ensure that we are funding those organisations that are delivering high quality youth work. Tell us what this means to you and give some examples of how you are doing it. You may want to talk about inclusive practice and how you ensure you're meeting young people where they are, ensuring their voices drive the direction of your services. Or you might want to talk about how your team develop trusted relationships with young people and the approaches they take. We know high quality youth work can appear in lots of places, from bus stops to sports arenas to arts and cultural centres, what we're interested in is how you embed youth work principles in your practice.

9. How much grant funding are you requesting per year?

We are anticipating distributing grants up to the value of 10% of applicant organisation's income. So, if your organisation had a turnover of £250,000 last year then we would not expect you to ask for more than £25,000 a year. There may be some exceptional exclusions to this rule, but even then it is unlikely we will distribute grants very much above the 10% threshold.

We are aware that some smaller organisations asking for smaller grant amounts may have less of a financial safety net and would appreciate a swift response to their applications. Hence, all applications requesting £10,000 a year or less will be fast tracked and should receive notification on the outcome of their application in 3 – 4

weeks of applying. If you request a sum greater than £10,000 a year you should receive notification on the outcome of your application within 7 weeks of applying.

10. How will you use this funding?

The funding will be unrestricted for 3 years so you can use it as you wish. We want to know how you plan to use these funds and the benefit that will come of it. We do not expect to hear about new or innovative ideas unless that is what you want. We are very happy to fund existing work to ensure it can continue. If you know how you will use these funds over the next 3 years, that's great please tell us. Or you can focus on the first year and then give us an idea on how you will use the grant over the following two years.

11. What has caused this financial need? What actions have you already taken and what are your plans if don't secure the funding you need?

Please tell us about the main causes of your current financial situation. This could be due to certain bills going up, a loss of income, needing to give your staff a decent pay rise, a significant and urgent increase in demand for your services that you cannot meet without additional investment or other reasons. Remember, this is not simply a crisis fund – wanting to avert a financial crisis in your organisation and create stability is equally valid.

It is important that we are not your first option to solve your financial problems. We want to know that you have already taken action to either tighten your expenses or increase your income. We also would like to know what your plans are if we cannot distribute funding to you.

In the next step of the application form you will need to provide financial details from your last accounts which you will also need to upload with your application. If you are expecting the figures for your current year to be significantly different, then please tell us here. For example, if your accounts show healthy cash reserves, but these have now been spent; or if you expect your income or expenditure to be significantly different.

Step 5 - Your Finances

The following questions will help us gain a clear understanding of your organisation from a financial perspective. Please upload a copy of your most recent full year accounts. The information you provide below must directly relate to these accounts. If you expect these figures to be significantly different this year, then please tell us in your answer to Question 11.

12. Total Income for the year

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

13. Total expenditure for the year

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

14. Fundraising costs for the year

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

15. Free reserves

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

Step 6: Review Application & Supporting Documents

This is the final step before submitting your application. Before submitting, please use the 'Previous' and 'Next' buttons within the form to go back and check your answers.

Once you have reviewed your responses, please upload a copy of your most recent full year accounts and bank statement. The financial information provided on the previous page must directly relate to these accounts. The bank statement must clearly show the name of your organisation, account number and sort code. This will be the account into which any grants distributed will be paid. Unfortunately, we cannot accept screenshots of online banking as these do not meet the standards required for financial due diligence.

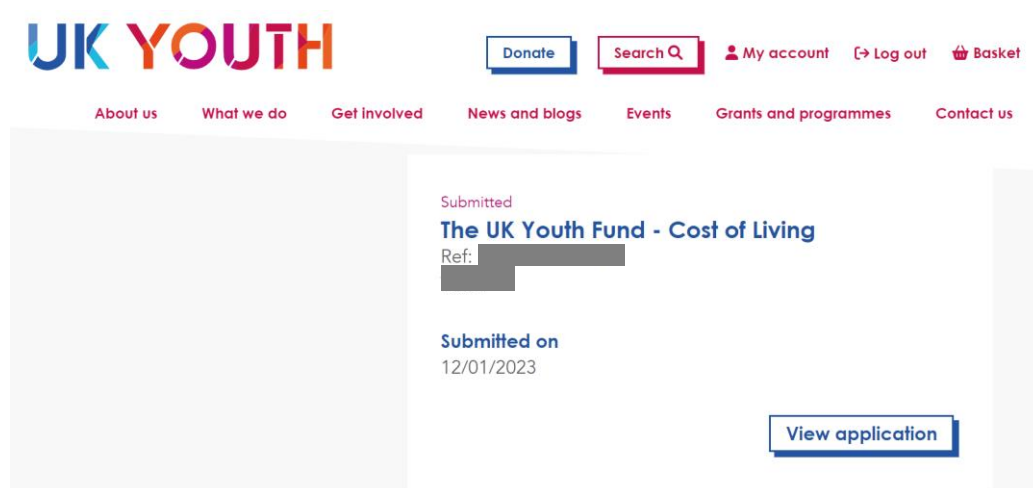
We would be very grateful if you could ensure that both the accounts file and the image of your bank statement have the name of your organisation in their file name.

When you are happy with your application and have uploaded both files, please click the submit button. Once an application has been submitted it will not be possible for you to edit or amend it.

Landing page upon submission and automated email

When you have successfully submitted your application you will see a confirmation message and receive an automated confirmation email.

The confirmation email will provide you with details on how to view your application on the UK Youth portal. Your application status will appear as 'Submitted'. This status will change to 'Under internal review' once we have begun assessing your application.



If you have any questions, please contact us at funding@ukyouth.org.