The UK Youth Adventures Away from Home Fund
Website Application Form - Questions & Guidance notes

This document is designed to help you complete the UK Youth Adventures Away from Home fund 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 Adventures Away from Home Bursary Grants.

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 outdoorlearning@ukyouth.org.

UK Youth are committed to making all our grant funding accessible, so if you need any support, please email outdoorlearning@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 on our online portal. 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.

Note: Be sure to click Verify code and 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 next part of your 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'.
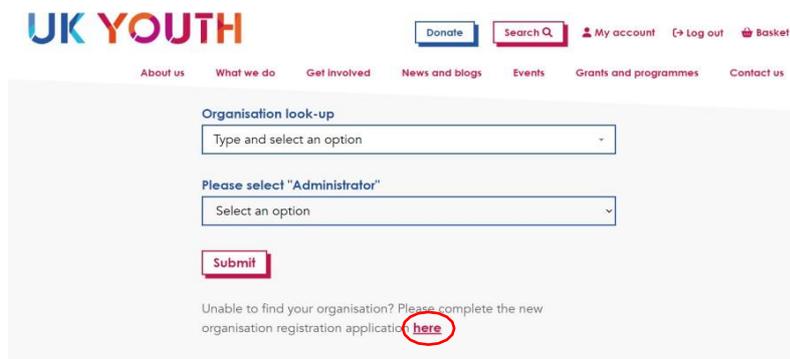
Note: Please select 'Administrator' when selecting your 'Relationship' (no matter

your job title).

If your organisation is not listed, you will need to select the link '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. 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?

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 we have tried to make as

simple as possible with only 10 questions. In addition, the form has a 'Save for later' feature you can use to save your work and return to your application later.

Note: 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 – 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.

You will be asked to confirm the following:

- You have authority to make this application for funding on behalf of your organisation.
- Applicant must be based and delivering in England.
- Applicant must be a charitable or not for profit organisation and can provide a governing document stating this.
- Applicant organisation must have as its primary purpose the provision of services benefiting young people.
- Applicant organisation must have been in operation for at least 2 years.
- Applicant organisations must hold external quality assurance certification for example Learning Outside the Classroom (LOtC) quality badge, AALA or AHOEC Gold standard. Please note: Successful applicants will be required to submit valid certificates as part of the verification process.
- Applicant organisation must hold public liability and indemnity insurance of no less than £5M. Please note successful applicants will be required to submit valid certificates as part of the verification process.
- Applicant organisations must 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.

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

Step 2 - Contact Details

This is the basic information we need to identify your organisation and contact you with the outcome of your application, so please ensure details are entered correctly.

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.   The preferred telephone number for the main point of contact

5.   Charity Commission Registration number

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

6.   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.

7.   Briefly explain the work your organisation does.

How do you work with young people and what types of outdoor learning activities do you provide?

We are keen to understand the holistic nature of your organisation as well as understand a little more about the types of activities you are likely to deliver as part of this funding. 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? Do you specialise in a certain type of delivery i.e. environmental education or watersports, or are you multi activity or focused on a specific element of learning practice?

8. What groups of young people will you target with this funding??

This funding is targeted at disadvantaged young people in England but to provide as much equitable access as possible, we are not working to a single definition of disadvantage.

This question asks you to tick boxes for each category of young person you plan to target with this funding, and you can tick more than one box. Assessment criteria does not look at the number of types of young people you are reaching, but will be based on the quality of your answers to provide confidence that your delivery will have positive impact on the lives of young people you are delivering to.

The final two questions look specifically at funding which is based on.
- **Day visit funding is £90pp (including travel support) and**
- **2-night Residential funding is £230pp (including travel support).**

9a. How many residential places would you like to apply for funding for?

9b.) How many day visit places would you like to apply for funding for?

These questions simply require a numerical answer for the number of young people you plan to reach.

9c.) When do you anticipate delivery commencing and ending?

Please note that delivery can commence immediately but all delivery must be complete by 16 April 2023 at the latest.

This is designed to give us an indication of when you plan to deliver the programme. Although you can simply put the whole delivery window the more detail you can provide the better.
There are no minimum or maximum amounts you can ask for, but we aim to provide support to as many organisations as possible and get a good geographic split.

In the event of a high number of applications being received we may not be able to offer you the full funding amount requested, but in this instance we would reach out to you to have further conversations to understand if you would still like to be considered at a lower amount.

10. How will you use this funding?

Please provide an overview of your planned programme(s) including how this/they will meet or exceed the essential funding criteria?

This is your opportunity to sell your plans and demonstrate how your plans provide good value for money and will have a positive impact on young people.

We may receive a high number of applications, so this is your opportunity to tell us what this means to you and give some examples of how you are doing it.

Step 5: 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 press the submit button.

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 outdoorlearning@ukyouth.org.