



## Building Aspirations Application Form Questions & Guidance Notes

### Overview

This document is designed to help you complete your application and we advise you review this document before starting your application. You must meet ALL the eligibility requirements to apply.

### Section 1 – Eligibility Requirements

This page details the eligibility requirements for this fund. These are ALL essential requirements so please do review them carefully. Ineligible applications will not be considered. You will be asked to confirm the following:

- **You** have authority to make this application for funding on behalf of your organisation.
- **Applicant organisation** is based in London – please provide the details of your registered office
- **Applicant organisation** must be a charitable, not for profit organisation or Community Interest Company (CIC) and be able to provide verification information (such as Memorandum and Articles of Association) if asked to do so.
- **Applicant organisation** must have been in operation long enough to provide at least 2 years of certified accounts and be able to demonstrate previous delivery experience, benefiting young people.
- **Applicant organisation** can demonstrate safe working practices and provide a safe space for young people to engage in learning. Successful applicants will be required to submit up to date safeguarding documentation as part of the verification process.
- **Applicant organisation** must have a minimum of 2 years' experience of delivering employability support to young people
- **Applicant organisation** holds public liability and indemnity insurance of no less than £5M. Successful applicants will be required to submit valid insurance certificates as part of the verification process.
- **Applicant organisation** 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 requirement

### Section 2 - Starting your application

Please complete each information field as accurately as possible. You may use 'Next' to move forward or 'Back' to review previous sections. When you have finished the entire application, click 'Submit.' You will receive a confirmation email once your application has been submitted. Deadline for submission is **5pm Wednesday 28th January 2026**. You will not be able to access the application form after this time.

### Application questions

#### Organisation Information:

- Organisation Name

UK Youth London Office, Fivefields, 8-10 Grosvenor Gardens, London, SW1W 0DH

[info@ukyouth.org](mailto:info@ukyouth.org) | 0204 526 8371 | [ukyouth.org](http://ukyouth.org)

Registered charity number 1110590



- Address
- Charity commission number (if not applicable, please provide explanation)
- Companies house number (if not applicable, please provide explanation)
- Website for organisation or social media
- Annual turnover amount
- What age groups does your organisation work with? (You can select multiple options)
- Types of youth work provision on offer
- Number of staff in your organisation
- Number of volunteers supporting your organisation in a participatory capacity
- How many young people do you support each year?

### Contact details

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

- Who is the main point of contact for this application?
- What is the role of the lead contact?
- Email address of main point of contact
- Preferred telephone number for the main point of contact
- Name of the Senior contact (this is the Senior member in the organisation that will be supporting you throughout the programme. We will confirm the key contacts during the due diligence check)
- Role of Senior contact
- Email address of the Senior contact

### Employability work

The following questions will have a 250-word count limit, so we recommend recording your answers to these questions on a separate document so you can track your character use and save a record of your submission. You can use bullet points rather than complete sentences if that makes it easier to complete each question.

- Explain the employability work you have delivered to support NEET young people over the last two years and how this has supported your organisational objectives (include numbers of young people and what you delivered)?
- This programme aims to reach young people experiencing one or more personal barriers and/or from disadvantaged backgrounds. Please explain how you will identify and engage young people into the programme who fit the criteria?
- Part of the programme will include developing relationships with local employers to plan and deliver an employability event for young people. Please explain how you will do this, building on existing relationships and forming new relationships with local employers
- You will be connected to a dedicated Intact volunteer. Please describe some of the ways a professional, well-connected, and engaged volunteer could support your work on Building Aspirations, adding value to your delivery? Include ways you would engage with them to bring them onboard as a key stakeholder in your delivery.

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- Please outline how you would deliver this programme from April to October, enabling 30 young people to complete the seven-hour curriculum and to apply for scholarship funding where appropriate.
- Please describe how you would ensure appropriate staff time is protected to implement this programme, report on progress, and explore learnings with UK Youth and other Delivery Partners?
- Please explain why you feel you would be a good fit to deliver the programme and what you are hoping to learn over the two years?

#### **Step 4: Review Application**

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.

You are now ready to complete your application [here](#).

#### **Help and Support**

Please email [meiyee.yau@ukyouth.org](mailto:meiyee.yau@ukyouth.org) if you need further information or support