**Infrastructure Resilience Fund application guidance**

Welcome to the Youth Futures Foundation Infrastructure Resilience Fund.  
  
To help you prepare for your application, we have complied all the information and questions featured on our Infrastructure Resilience Fund online application portal in one place.

**Please note, this document is for information purposes only**. It provides an overview of the questions you will be asked, the documents you will need to provide and the word count for certain questions.

**All applications must be completed through our online portal**. Please do not use this form to apply. Documents sent by any other means will not be accepted. If you are unable to complete the form online for accessibility reasons, please contact [grants@youthfuturesfoundation.org](mailto:grants@youthfuturesfoundation.org) for further support.

**You can make your online application** [**here**](https://www.grantrequest.co.uk/SID_142?SA=SNA&FID=35190).

The deadline is Thursday 30 September 2021, midnight.

**Eligibility Quiz**

Welcome to the Youth Futures Foundation Infrastructure Resilience Fund.

We strongly encourage you to read the prospectus, available by [clicking here](https://youthfuturesfoundation.org/wp-content/uploads/2021/08/Infrastructure-Resilience-Fund-prospectus.pdf), before completing this form.

Please answer the questions below to check if you are eligible for this funding.

1. **Do you (indirectly) support young people who face discrimination or disadvantage to move towards or into employment, through the work you do with a membership/movement/network of direct delivery youth employment focused organisations?**

* Yes
* No

1. **Are you an infrastructure body delivering at least two of the following for organisations that support young people towards or into work:**

* POLICY & INFLUENCING: Influencing policy and practice on behalf of their members/networks and young people.
* KNOWLEDGE MOBILISERS: Sharing learning, evidence and research, to inform, transform and develop the youth employment ecosystem.
* MOVEMENT BUILDING & CHAMPIONING: Building effective Communities of Practice to strategically mobilise and drive the ambition of stakeholders, informing decision-making and practice and embedding youth voice and leadership across organisations and communities.
* COLLABORATION & PARTNERSHIP: Enabling and facilitating collaboration to strengthen the youth ecosystem
* Yes
* No

1. **What is the primary reach of your membership/ network/ movement?**

* England or a region in England
* Northern Ireland Scotland
* Wales

1. **What is the legal form of your organisation?**

* Registered charity
* Charitable Incorporated Organisation (CIO)
* Community Benefit Society
* Community Interest Company (CIC)
* Cooperative Society
* Individual
* Private company (limited by shares)
* Not for profit company (limited by guarantee)

1. **How many years has your organisation been operating?**

* Up to 1
* 1
* 2
* 3
* 4
* 5
* 6

1. **Can your organisation provide evidence of at least a 3-year track record of supporting organisations that are working with young people who are, or are at risk of, becoming NEET and face barriers to progression?**

* Yes
* No

1. **Does your organisation have the equivalent of 3 or more months’ operating expenditure in reserve?**

* Yes
* No

1. **Did you record an income of at least £50,000 in your last published accounts?**

* Yes
* No

1. **How many organisations are there in your network, membership or movement?**

* More than 20
* Less than 20

1. **Is your organisation willing and able to engage with Youth Futures' research and evaluations activities, such as creation of evidence and sharing learning?**

* Yes
* No

1. **Do you already have robust processes and systems in place to collect data about your members and their service provision?**

* Yes
* No

1. **During the application process you will be asked to submit a number of relevant documents. Please confirm you can submit:**

* a bank statement in the name of the lead organisation
* annual accounts for the last 3 years (for the lead partner)
* your most recent annual report
* a set of recent management accounts
* an income and expenditure forecast
* your child protection and/or safeguarding policy
* your current insurance certificates (i.e., including both professional indemnity and employer’s liability)
* your 3- to 5-year organisational business plan detailing the programme’s sustainability (if available).
* Yes
* No

1. **I have checked my answers and confirm they are correct.** Please note that once you have submitted this quiz your answers will not be saved and you may have to retake the quiz if you have made a mistake.

* Yes

**GDPR Compliance**

**GDPR Compliance Data Protection and Freedom of Information**  
  
The Youth Futures Foundation, and its representatives must follow the General Data Protection Regulation (GDPR), and any other legislation in force in the United Kingdom relating to privacy and/or the Processing of Personal Data.  
  
**By agreeing to the terms and conditions of using this grant portal, you agree to the following:**

That The Youth Futures Foundation and its representatives involved in this grant programme delivery can use this application form and the other information you provide within this grants portal for the following purposes:

* To decide whether to give you a grant.
* To provide copies to other individuals or organisations who are helping us assess and monitor grants. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you a grant.
* To hold in our database and use for statistical purposes.
* To provide information on the grant programme and programme wide developments that could support you in your application, subsequent project delivery and/or for the development of your organisation.
* To retain details for up to 7 years if successful, or 1 year if your application is not successful. If The Youth Futures Foundation offer you a grant, information about your organisation may be published relating to the project funded.

This information may appear in press releases, in its print and online publications.  
  
**Please also review the Youth Futures Foundation Privacy Policy statement, available**[**by clicking here.**](https://youthfuturesfoundation.org/privacy-policy/) **Please tick to confirm you agree to the above terms and conditions.**

Tickbox

Please tick if you are happy to be contacted about other Youth Futures Foundation developments that may be of interest and be added to the newsletter.

Tickbox

**Organisation & Contact Details**

**Application Form**

According to your responses to our eligibility quiz, you are eligible to apply for a Youth Futures Foundation Infrastructure Grant.  
  
Youth Futures Foundation is seeking to work with infrastructure organisations that support young people who face intersectional barriers move towards and into work, through equipping the organisations in their networks with the knowledge, skills, and connections to provide world class employment support and training.  
  
We strongly encourage you to read the Fund Prospectus [available by clicking here,](https://youthfuturesfoundation.org/wp-content/uploads/2021/08/Infrastructure-Resilience-Fund-prospectus.pdf) before completing this form. You may also want to consult our [FAQ document available by clicking here](https://youthfuturesfoundation.org/wp-content/uploads/2021/08/FAQs-Infrastructure-Fund.pdf),  
  
We want to hear from organisations who are advocates of Youth Futures’ mission, and who can demonstrate the role they will play in helping us to achieve it.  
  
Your organisation does not need to have deep expertise in youth employment, but you do need to recognise the importance of this agenda and be willing to put it at the heart of what you do to help improve job outcomes for marginalised young people across England.  
  
Where word count limits are provided, please note that these are the maximum number of words expected and are to be used as a guide; please provide us with brief summarised information, including bullet point statements where relevant, and do not feel compelled to use the maximum number of words. All questions with a red asterisk must be completed before you will be able to submit your application.  
  
Please remember to save your responses using the button below as you work through your application and do not hesitate to contact us if you have any queries via [grants@youthfuturesfoundation.org](mailto:grants@youthfuturesfoundation.org) or on 0207 553 4539.  
  
The Youth Futures Foundation

**Organisation Details**

**Name of Organisation**

Please provide the official legal name of the organisation as it appears on your governing body registration form   
 

**Address**

This should be your official registered address 

City   
Post Code

**What is the legal form of your organisation?**

* Private Company Limited by Guarantee
* Registered charity
* Charitable Incorporated Organisation (CIO)
* Community Interest Company (CIC)

Charity registration number

|  |  |
| --- | --- |
| Company registration number (if applicable) |  |

**Contact Details**

**Primary Contact**

* First name
* Last name
* E-mail
* Telephone number

**Alternative Contact**

* First name
* Last name
* E-mail
* Telephone number

**Your organisation**

**Organisational information**

**1. What is the reach of your organisation?** Please tick all that apply

* North West
* North East
* Yorkshire and the Humber
* West Midlands
* East Midlands
* East of England
* Greater London
* South West
* South East
* England wide

**2. What is your organisation's mission?**

**3. Please include a link to your website below**

**4. If applicable, please provide a link to your member / network / movement portal if you have one (including access instructions / passwords)**

**5. What was the income of your organisation for your last financial year?** This will be your income as shown in your last submitted annual accounts.   
 

**6. How many months of unrestricted, free reserves did you hold at the end of your last financial year?**   
 

**7. Please tell us about the young people that your organisation indirectly works with and supports through your membership / network / movement. Select all that apply**

We’re interested in understanding the types of young people indirectly reached.

We understand that it is likely that a number of young people may be facing multiple barriers. Please select from the options below those that most accurately reflect the barriers faced by the young people

* Care experienced or have caring responsibilities
* Economically disadvantaged
* Experience of homelessness
* Experience of offending
* Experience of school exclusion or alternative provision
* Experience of substance abuse
* Have a mental health or long-term health condition
* Not in employment, education or training
* Special educational needs or disabilities
* Black and ethnic minoritised young people (including those of Gypsy, Roma & Traveller Heritage)
* Other

**If other, please explain**

**Please tell us more about these young people your organisation indirectly works with, as chosen above, and support through your membership / network / movement.** (250 word count)

**8. Please tell us about your membership / network?** (500 word count)

**9. Please explain how you identify and share evidence of 'what works' with your membership, networks and stakeholders?** How do you ensure that practitioners within your network understand and use evidence of 'what works' to improve employment outcomes for young people? Your organisation does not need to have deep expertise in youth employment, but you do need to recognise the importance of this agenda and be willing to put it at the heart of what you do to help improve job outcomes for marginalised young people across England. (500 word count)  
 

**10. How do you ensure your work is effectively supporting your membership / network / movement?** This could include how you listen and adapt to the needs of your membership, controls you have put into place, quality marks you may have, communication and feedback from your members to understand their needs and how you can/will meet these? (500 word count)  
 

**11. How does your organisation initiate, nurture and ensure effective collaborations and partnerships?** Please refer to the [prospectus](https://youthfuturesfoundation.org/wp-content/uploads/2021/08/Infrastructure-Resilience-Fund-prospectus.pdf) for our intention and purpose for this investment. (500 word count)  
 

**12. How does your organisation harness learning, research and evidence?** Please refer to the [prospectus](https://youthfuturesfoundation.org/wp-content/uploads/2021/08/Infrastructure-Resilience-Fund-prospectus.pdf) for our intention and purpose for this investment.  (500 word count)  
 

**13. What are your plans and expectations over the next 2+ years?**

* How will you adapt and ensure your provision meets the needs and expectations of your network?
* What risks do you face and how are you mitigating them?

We recognise that it is difficult to determine what the future holds at this time, however we are interested in understanding how you plan to continue meeting the needs of the organisations you support beyond their immediate needs.   
   
We are particularly interested to hear from Black and ethnic minoritised-led organisations, including those of Gypsy, Roma & Traveller heritage. The below information is used by us to monitor our reach to these organisations and processed under the lawful basis of equality monitoring. We therefore ask you to provide these details below but this is optional and non-completion of this will not affect your application's review. (500 word count)

**14. What percentage of your Board identifies as Black or from an Ethnic Minoritised group?**

* 0%
* 1%-10%
* 11%-20%
* 21%-30%
* 31%-40%
* 41%-50%
* 51%-60%
* 61%-70%
* 71%-80%
* 81%-90%
* 91%-100%

**15. Does your CEO or Managing Director identify as Black or from an Ethnic Minoritised group?**

* No
* Yes

**16. What percentage of your senior leadership team identifies as Black or from a Ethnic Minoritised group?**  I.e. the small group of staff at the top of your organisation who make the strategic and financial decisions

* 0%
* 1%-10%
* 11%-20%
* 21%-30%
* 31%-40%
* 41%-50%
* 51%-60%
* 61%-70%
* 71%-80%
* 81%-90%
* 91%-100%

**Your proposal**

**17. Proposal title**

**18. What is the total amount of grant funding you require from all funders to maintain good quality infrastructure support over the next 2+ years?**  Please add numbers only   
 

**19. What is the financial amount of investment you require from us for your proposal?**  Please add numbers only. This should be between £50,000 and £200,000 across the two years of funding.   
 

**19b. Please use the link below to complete a table detailing a breakdown of your costs and alternative sources of funding or match funding you have applied for or are planning on applying to including the expected date of the outcome of your application.**

* Please click [here](https://docs.google.com/spreadsheets/d/1dPbp8s0vDbcIBqSqtrUsSY_O82dj4OQRd3_YO0jzJd8/edit?usp=sharing) to access the template or if you have your own document with this information, please do upload this instead
* You will then need to save the template onto your computer or device.
* Once you have completed the template, click on the ‘Browse’ button to locate your saved file.
* Once you have found it, double click to select it and then click on the ‘Upload’ button to attach the spreadsheet to this application form.

**20. Please tell us more about your proposal and why the activities proposed are needed.** (650 words)  
 

**21. How does your proposal meet the objectives of this Fund?** (500 words)

**22. What are the main outputs and results that your proposal will achieve and the expected impact on youth employment?** Please do use bullet points if preferred to list your main outputs. (500 words)  
 

**23.We would like to know more about your organisation's (and partners') staffing capacity.**

* Please complete the Staff resource template, available [by clicking here](https://docs.google.com/spreadsheets/d/1afspWsz2Zyyz7vmUaY1emgT4k222P89Z7tEUaaxZnnM/edit?usp=sharing)or if you have your own document with this information, please do upload this instead
* You will then need to save the template onto your computer or device.
* Once you have completed the template, click on the ‘Browse’ button to locate your saved file.
* Once you have found it, double click to select it and then click on the ‘Upload’ button to attach the spreadsheet to this application form.

**24. We would like to know more about the expertise your organisation (and partners) will bring to your proposal.**

* Please complete the Expertise template, available [by clicking here](https://docs.google.com/spreadsheets/d/1u2j08s7emzlFHkvH6VVOJ_fzWbXC8NqhONGN90KApA0/edit?usp=sharing) or if you have your own document with this information, please do upload this instead.
* You will then need to save the template onto your computer or device.
* Once you have completed the template, click on the ‘Browse’ button to locate your saved file.
* Once you have found it, double click to select it and then click on the ‘Upload’ button to attach the spreadsheet to this application form.

**25. Funding Start Date**  When would you plan to start implementing this funding? 

**26. Proposal milestones  
  
Please provide below key intended achievements of this proposal.** E.g. 20% uptake in members who are learning, sharing and adopting evidence-based approaches to youth employment by 01/10/2022.

This should **not** be outputs such as activities but should be key impact achievements as a result of the combination of activities and services you provide.

Milestone no.1

Milestone Date 1

Milestone no. 2

Milestone Date 2

Milestone no. 3

Milestone Date 3

Milestone no. 4

Milestone Date 4

Milestone no. 5

Milestone Date 5

Milestone no. 6

Milestone Date 6

**Attachments**

**Your Proposal**

**27. As part of your application, we kindly request a number of supporting documents. Not all documents will be required for all applicants so please carefully read the instructions below and contact us at** [**grants@youthfuturesfoundation.org**](mailto:grants@youthfuturesfoundation.org) **should you have any queries about what you need to submit.  
  
Please ensure you press 'upload' after you have chosen your file so that the name of the file appears on screen.**

**The below documents are required from all applicants:**

* A copy of your equality, diversity and inclusion policy
* A copy of your safeguarding vulnerable adults policy
* A copy of your child protection policy
* A copy of a bank statement in the name of the organisation for the month ended June 2021 or where possible July 2021
* A list of your membership criteria
* Full list of the names of your members
* A copy of the organisation's latest set of management accounts
* A cashflow projection/forecast for the next financial year or a document listing your expected financial position for this period

**Examples of your work**

We require organisations to be able to demonstrate your ability to work with Youth Futures in each of these two areas 1.) Identifying and sharing ‘what works’ and 2.) Igniting change through collaboration, coalition-building and policy influencing (please see our prospectus for full details for each of these two areas – on page 5).  
  
Please upload examples of your ability to work with Youth Futures in each of these two areas (e.g. information from webinars, newsletters, articles, publications/reports, policy papers, press coverage or convening activity - these examples could be initiatives that you have led individually or delivered in partnership with others).  
  
Please supply at least one example for each of the two areas described above but you may upload up to two examples per area.

Example One file upload

Example Two file upload

Example Three file upload

Example Four file upload

**The below documents are required of some applicants:**

If your legal status is **not** a registered charity, please submit a copy of your governing documents. If you are a registered charity with publicly available governing documents, you do not need to upload these.

This is likely to be your memorandum and articles of association 

A copy of the organisation’s published annual accounts for the last financial year. **If** your accounts are available on the Charity Commission or Companies House and you wish us to source these documents from there, please leave this blank

**Thank you for completing this Youth Futures Foundation Infrastructure Application Form.**

Please ensure you carefully review all your answers before submitting.  
  
Once you have submitted, you should receive an email to the email address the account is connected to with a copy of your application.  
  
We will notify you of the outcome of your application, and if you have been invited for a follow up interview, by mid-November 2021.  
  
If the main contact for the application changes, please contact [grants@youthfuturesfoundation.org](mailto:grants@youthfuturesfoundation.org) with the name of the organisation, the old contact details and the revised details.