**Connected Futures Fund application guidance**

Welcome to the Youth Futures Foundation [Connected Futures](https://youthfuturesfoundation.org/our-work/invest/connected-futures/) Fund.  
  
To help you prepare for your application, we have complied all the information and questions featured on our Connected Futures 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=35258)

The deadline is Monday 17 January, midnight.

**Welcome to the Youth Futures Foundation Connected Futures Fund**

Before beginning this form, you will need to review the Fund prospectus, on the [Connected Futures](https://youthfuturesfoundation.org/our-work/invest/connected-futures/) page, before you will be able to complete all questions on this eligibility form.

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

If you have any accessibility issues that prevent you from being able to complete this form, please contact us at [accessibility@rocketsciencelab.co.uk](mailto:accessibility@rocketsciencelab.co.uk) or on 0207 553 4539.

**1. Are you applying on behalf of a partnership between at least three organisations?**

* Yes
* No
* I am not sure

**2. Does your partnership contain at least two of the following?**

* Community-based partner (e.g. charity, social enterprise, social purpose, non-profit).
  + Working with young people from marginalised backgrounds.
  + With existing activities in the geographic area covered by the proposal
* Local partner with statutory responsibility for young people.
  + E.g. Borough / district / town council, unitary authority, county council
  + E.g. FE college, school, alternative education provider.
* Collective employer body (e.g. LEP, Chamber of Commerce, SME network) OR a large not-for-profit employer (250+ employees in the local footprint that includes the area covered by the bid).
  + Yes
  + No
  + I am not sure

Questions 3-5 refer only to the accountable partner organisation who will receive any grant from Youth Futures:

For an explanation of the role of the accountable partner, please see section 8 of the prospectus on the [Connected Futures](https://youthfuturesfoundation.org/our-work/invest/connected-futures/) page.

**3. Is the accountable partner one of the below legal forms;**

* Registered Charity
* Community Interest Company (CIC)
* Charitable Incorporated Organisation (CIO)
* Charitable Company (limited by guarantee)
* Statutory Body (Local Authority, Town, Parish or Community Council)
* Excepted or exempted charity
* State funded school/university/academy/college
  + Yes
  + No
  + I am not sure

**4. Has the accountable partner been operating for at least three years?**

This means that you have at least three years' financial accounts

* Yes
* No
* I am not sure

**5. Was the turnover of the accountable partner more than £100k as stated in your last set of independently reviewed accounts?**

* Yes
* No
* I am not sure

Questions 6-8 refer to all the organisations in your partnership.

You may answer each question from the perspective of one or more partners, and you may tell us about different partners in different questions.

**6. Do you have relationships with a wider group of organisations beyond the proposal partners, across all three of the following categories, who would be willing to support your work?**

* School / colleges / youth skills and training providers / alternative provision
* Significant local / national employers with a local footprint OR Employer bodies (eg LEP, Chamber of Commerce, SME network)
* Voluntary and community partners
  + Yes – all categories
  + Yes – some categories
  + No
  + I am not sure

**7. Have you been engaging with young people facing disadvantage for at least 3 years?**

* Yes
* No
* I am not sure

**8. Do you have experience of working on improving youth employment?**

* Yes
* No
* I am not sure

**9. Is your proposal geographically focused on one or more of the 83 locations identified in our prospectus as eligible for funding?**

Please review the Annexe to our prospectus on the [Connected Futures](https://youthfuturesfoundation.org/our-work/invest/connected-futures/) page for the full list.

* Yes – One location
* Yes – More than one location
* No
* I am not sure

**10. Is your partnership committed to working with Youth Futures and our learning partner on the design, development and delivery of activities?**

* Yes
* No

**11. Is your partnership committed to working with Youth Futures and our learning partner on evaluation, sharing live data / insights and providing us with access to participants?**

* Yes
* No

**12. Is your partnership committed to working with Youth Futures and our learning partner on media and communications work, including sharing lessons?**

* Yes
* No

**13. During the application process you will be asked to submit several relevant documents. Please confirm you can submit the following documents.**

**Documents required from the accountable partner:**

* a recent bank statement
* annual accounts for the last 3 years
* your most recent annual report
* a set of recent management accounts
* an income and expenditure current document and forecast

**Documents required from the lead organisation:**

* your child protection and/or safeguarding policy
* your current insurance certificates (i.e., including both professional indemnity and employer’s liability)

**Please see section 8 of the prospectus on the** [**Connected Futures**](https://youthfuturesfoundation.org/our-work/invest/connected-futures/) **page which explains the difference between the accountable partner and the lead organisation.**

* Yes – I confirm we have all the above documents
* Yes – I confirm we have some but not all of the above documents
* No – We do not have the above documents

**14. I have checked my answers and confirm they are correct.**

* Yes
* No

**GDPR**

**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, including Blackbaud (host online platform), Rocket Science, Evaluation and Grants Committee and the Future Voices Group. 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 monitor our reach to organisations led by Black and other minoritised ethnic groups. This information is processed under the lawful basis of equality monitoring.
* To retain details for up to 7 years if successful, or 1 year if your application is not successful. If The Youth Futures Foundation offers 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 this link to open the Youth Futures' 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 and contact details**

According to your responses to our eligibility quiz, you are eligible to apply for a Youth Futures Foundation Connected Futures Fund Grant.

Please remember to save your responses using the button below as you work through your application. Please contact us if you have any queries, by clicking the contact us button.

To access this form again once you have started, saved and exited it, please log onto your grant portal again, rather than via the application link. This address will also be on the email that will be sent to you (at the email address provided to log in) each time you save and exit the form. Please check your junk mail folder, if you can not see this email.

Alternatively, you can access the link by clicking this blue link here and bookmarking the URL address.

**Organisation details**

1. The following section relates to the accountable partner organisation who will receive any grant from Youth Futures

Name of accountable organisation (this is the organisation we will make a grant to if your application is successful)

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

**Organisation address**

This should be your official registered address

City

Postal code

Please include a link to your website below

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

* Statutory Body (Local Authority, Town, Parish or Community Council)
* Registered Charity
* Charitable Incorporated Organisation (CIO)
* Community Interest Company (CIC)
* Excepted or exempted charity
* Charitable Company (limited by guarantee)
* State funded school/university/academy/college

Charity registration number (if applicable)

Company registration number (if applicable)

**Contact details**

* 1. **Main contact**

First name

Last name

Phone

E-mail

* 1. **Secondary contact**

First name

Last name

Phone

E-mail

**2. Black and minoritised ethnic leadership**

We are particularly interested to hear from organisations led by Black and other minoritised ethnic groups, including Gypsy, Roma and Traveller heritage.

The following information is used by us to monitor our reach to these organisations. This section is optional and non-completion will not affect your application's review.

Please answer the following questions on behalf of the lead organisation who will be responsible for delivery in Phase 1. Before submitting your form, please let the relevant members of the leadership team know if you are providing any details in relation to their ethnicity

**2.1 How many members make up your Board?**

**2.2 How many members of your Board identify as Black or from a minoritised ethnic group?**

**2.3 Does your CEO or Managing Director identify as Black or from a minoritised ethnic group?**

**2.4 How many members make up your senior leadership team?** I.e. the small group of staff at the top of your organisation who make the strategic and financial decisions

**2.5 How many members of your senior leadership team identify as Black or from a minoritised ethnic group?**

**Partners**

**3. Partners**

**3.1 Please upload a list of the partners involved in your application, and identify the lead partner who will be responsible for managing delivery (this does not have to be the same as the accountable organisation).**

A template is available by clicking this blue link here

Please ensure that you save this document locally before trying to edit. Once you have clicked the link, please press file and download to save a copy of the template. Once completed and reviewed, press choose file to locate the file and then press upload.

**3.2 Explain why the lead partner is best placed to play this role.**

**3.3 Please upload a document that describes the proposed governance of the partnership and outlines the role you anticipate for each of the key partners.**

**There are often power imbalances between smaller and larger partners, especially if one can act as a funder for the other, so we want to understand how you will ensure equity within the partnership.**

This should include the following elements:

* Process for setting objectives and indicators
* Data sharing
* Resource allocation process
* Branding / communications
* Dispute resolution process
* Ensuring the safety and welfare of young people

Please remember to press 'upload' once you have chosen your file. When the file is uploaded successfully, its name will appear on the screen.

**3.4 Please upload a confirmation letter and/or supporting document from other organisations outside your partnership to demonstrate that you have relationships across the following sectors, and these organisations are supportive of your work on youth employment.**

You must provide at least one document in at least two of the partner types.

Please note that files must be smaller than 20mb in size. If your files are larger than this, please contact us via email at grants@youthfuturesfoundation.org

Schools, colleges, youth skills and training providers or alternative provision –

**Document 1**

Schools, colleges, youth skills and training providers or alternative provision –

**Document 2**

Significant employers (more than 250 staff employed locally) or employer bodies (e.g. Local Enterprise Partnership, Chamber of Commerce, SME network) –

**Document 1**

Significant employers (more than 250 staff employed locally) or employer bodies (e.g. Local Enterprise Partnership, Chamber of Commerce, SME network) –

**Document 2**

Voluntary and community partners - Document 1

Voluntary and community partners - Document 2

Relevant bodies with a national mandate for youth employment (e.g. Jobcentre Plus, Careers & Enterprise Company, National Careers Service) - Document 1

Relevant bodies with a national mandate for youth employment (e.g. Jobcentre Plus, Careers & Enterprise Company, National Careers Service) - Document 2

**3.5 Please list other local organisations you have previously worked with and would seek to involve in this process.**

Please do not include those organisations you have named in Q3.1.

**3.6 Can you tell us how organisations within your partnership will (or currently) work together to keep young people safe?**

**3.7 Have you or any of your partners had any negative engagement with the Charity Commission or other regulatory bodies?**

If you have answered 'Yes' to Q3.7, please provide further details below.

**Experience and people**

**4. Experience**

**4.1 Give an example of work you have previously undertaken with other organisations to address shared problems or make changes to the wider system, beyond the work of your own organisations.**

Please include details of your approach and state which of your partners were involved.

**4.2 Describe your experience providing support to young people facing disadvantage to enter the labour market.**

Please state which of you partners have been involved in this work.

**5. People**

**5.1 Which groups of young people are you focusing on? Please only select up to 3 choices.**

**5.2 Which of the following best describes how you want to change the system for these young people? You can only select one answer.**

* Focused – additional / specialist offer to respond to their specific circumstances
* Inclusive – changing the mainstream offer to remove barriers facing these young people
* Other – please describe below

If you have chosen 'Other' in Q5.2 please provide details below:

**5.3 Is at least one organisation in your partnership led by people from one of the communities you have identified in Q5.1 (more than half your Board / senior leadership)?**

**Place**

**6. Place**

**6.1 Please describe the geographic area you intend to focus on.**

**6.2 Why have you chosen to focus on this area?**

How does working in this area fit with the group(s) of young people and the problem(s) you want to focus on?

**6.3 Please help us to locate the area accurately.**

For example, list the postcodes or Lower Layer Super Output Areas (LSOAs) covered by the proposal, whether fully or partly.

**6.4 Please upload a map indicating the boundaries of the area covered by your proposal.**

**6.5 In the area covered by your proposal, what % of young people do not progress to post-16 education, employment or training?**

DO NOT include the % in your answer.

Please confirm where you have sourced your answer to Q6.5 from.

The following website:

<https://explore-education-statistics.service.gov.uk/data-tables/key-stage-4-destination-measures>  provides this data by local authority.

You can also search older data on NEET statistics at the following website:

<https://www.impetus.org.uk/neet-dashboards>

If you have data at a more local level, please provide the link to the data source you have used. Please ensure that this is accessible to anyone with the link.

**6.6 In the area covered by your proposal, what % of school children are eligible for free school meals?**

DO NOT include the % in your answer.

Please confirm where you have sourced your answer to Q6.6 from.

The following website:

<https://explore-education-statistics.service.gov.uk/data-catalogue/free-school-meals-autumn-term> provides this data by local authority.

If you have data at a more local level, please provide the link to the data source you have used. Please ensure that this is accessible to anyone with the link.

**6.7 In the area covered by your proposal, what % of young people aged 0-24 are from minoritised ethnic groups you selected in Q5.1?**

DO NOT include the % in your answer.

Please confirm where you have sourced your answer to Q6.7 from.

The following website: https://www.nomisweb.co.uk/census/2011/dc2101ew

provides data from the 2011 Census down to ward level.

If you have data at a more local level, please provide the link to the data source you have used. Please ensure that this is accessible to anyone with the link.

**6.8 If you are able to provide more relevant data about young people facing disadvantage in the area covered by your proposal, (e.g. rates of disability, long-term unemployment, care experience, school exclusions or alternative provision etc), please do so by detailing what information you can provide and the links to the data source(s) you have used.**

**Proposal**

**7. Proposal**

**7.1 Describe the problem you want to address, and why it matters to young people facing disadvantage. Why have you chosen this problem? What evidence have you drawn on?**

**7.2 What have you already done to explore or tackle this problem?**

**7.3 What is your long-term ambition for this work? We do not expect you to present a solution at this stage, but we do want to understand what kind of change you think is needed.**

**7.4 Which of the following best describes the changes you want to make happen? (Pick up to three)**

* Personalised support to help young people tackle all the barriers they face (e.g. health needs, caring responsibilities and other issues), and based on their abilities and ambitions
* Developing better, more joined-up pathways between education, training and work, especially for young people leaving school with fewer qualifications at 16
* Consistent support so that young people aren’t dropped through the gaps, especially at key transitions – e.g. post 16, post 18, leaving care ….
* Connected support, joined-up across agencies and sectors, so that young people get the right help from the right organisation at the right time
* Engaging employers so that they are better prepared to employ and support young people facing disadvantage
* Responding to young people’s individual and family context
* Engaging young people who services are failing to reach
* Addressing discrimination against young people and developing anti-racist / anti-discriminatory services
* Recognising and responding to trauma and adverse childhood experiences
* Providing support to include young people with physical or learning disabilities
* Enabling equal and inclusive access to work and training opportunities

**7.5 Please describe how young people facing disadvantage will lead in identifying and analysing the problem, and in designing and developing the solution.**

* What role will young people take in decision-making?
* How will you make sure you act on their feedback and keep their perspective at the centre?
* How will you manage the power dynamics to ensure that young people are heard?

Include any relevant experience you have of including young people in this way.

**7.6 Please describe your plan for working with stakeholders across sectors and involve those beyond the formal ‘youth employment system’ to build a shared understanding of the problem and a shared ambition for change.**

* Who are the people and organisations you want to involve?
* Why do you think they are relevant to the problem you’re trying to address?
* How do you plan to get them on board, what problems do you foresee and how will you tackle them?

**7.7 What other activities do you plan to undertake and why?**

**8. Budget**

**8.1 How much are you requesting from Youth Futures Foundation for Phase 1 of your proposal?**

Please do NOT include the £ sign.

**8.2 What is the overall cost of Phase 1 of your proposal?**

**8.3 Please upload a high level budget for Phase 1 of your proposal.**

This should list out the key activities that you will undertake in Phase 1. Your proposal should also provide the allocation of funding by partner and include other funding you will use to support this work.

If appropriate, all amounts should be inclusive of VAT.

**9. Potential for changing the system**

**9. Potential for changing the system**

**9.1 Please describe how your proposed work aligns with local strategic priorities or initiatives. How do you see it fitting into the wider local picture? Please upload/or link to relevant local plans/strategies**

* Relevant local plans/strategies. (1)
* Relevant local plans/strategies. (2)
* Relevant local plans/strategies. (3)

**9.2 What do you see as possible current and future sources of funding / resources to support your ambitions over the long term? Have you secured additional funding commitments for this work?**

**9.3 Please describe how your proposed work aligns with national policy and wider careers and youth employment provision.**

* Supporting Documents
* Supporting Documents

As part of your application, we kindly request supporting documents. Not all documents will be required for all applicants.

Please carefully read the instructions below and contact us at [grants@youthfuturesfoundation.org](mailto:grants@youthfuturesfoundation.org) with your queries about what to submit.

Please 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:

**10.1 Documents required from the accountable organisation:**

* A copy of a bank statement in the name of the organisation for the month ended November 2021 or where possible December 2021
* 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
* A copy of the organisation's income and expenditure document for your last financial year

**10.2 Documents required from the lead organisation:**

* A copy of the organisation’s safeguarding vulnerable adults policy
* A copy of the organisation’s child protection policy
* A copy of the organisation’s equality, diversity and inclusion policy

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

* If the legal status of the accountable organisation 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 accountable 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.
* If your most recent published annual accounts are for a period ending before 31 December 2020, please also upload draft year end accounts or a full set of year-to-date management accounts

**Thank you for completing our Connected Futures Fund 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 at the end of February 2022.

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.