

Introduction to the online Application Form Themed Funding Round: Pre-employment Vocational Training

Guidance For Applicants

Before starting your application, read the Programme Guidance on the [Youth Future website](#), and ensure that you submit by the published closing date.

To start your application for the Themed Funding Round: Pre-Vocational Training, please click on the link below. This will take you to further information about the programme and the **eligibility form**. If you are eligible, you will then be able to complete the application form.

[Apply here for Themed Funding Round: Pre-Employment Vocational Training](#)

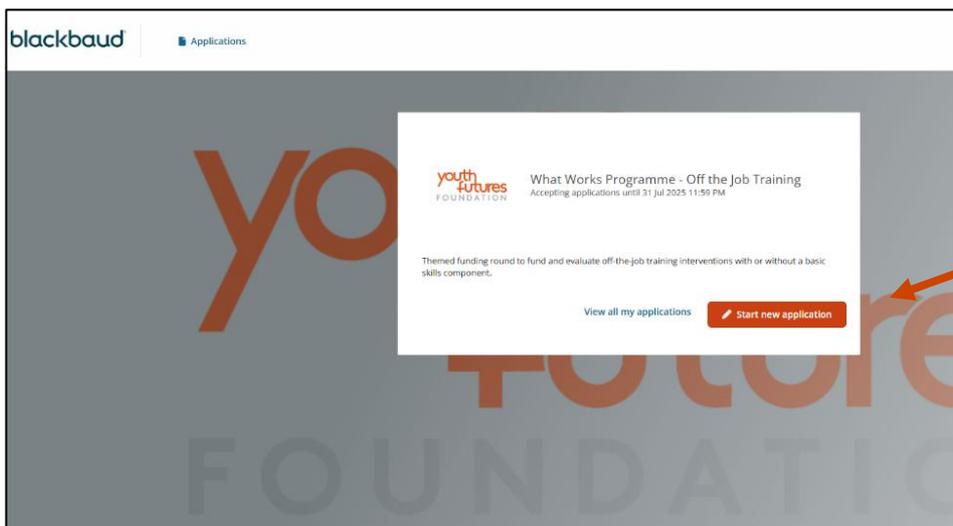
Blackbaud ID (BBID)

We use Blackbaud Grantmaking for applications and grant management - this is powered by 'Your Cause'. If you already have an account with any Blackbaud product (e.g. Blackbaud Grantmaking, Raiser's Edge NXT, Blackbaud CRM, Financial NXT etc.), you will be able to use your Blackbaud ID (login password) to log in and apply for a grant with Youth Futures Foundation.

If you do not have a Blackbaud ID, you will need to create one in order to apply for a grant. Please refer to [How to Create A Blackbaud Account](#)

Please see our recording on how to complete the Themed Funding Round: Pre-Employment Vocational Training application here https://youtu.be/Si8M_7T1lyw (the recording is approximately 12 minutes). Alternatively, follow the instructions below.

1. Starting Your Application



- On the programme page click '**Start new application**':



- Under **'Select Your Organisation'** start typing the name of your organisation in the search box and select your Organisation when it appears.
- If you cannot see your organisation, please select **'+ Add organisation'** and follow instructions to add your organisation.

Select Your Organisation

Search by name or Registration ID

The Registration ID is the nonprofit's official ID

All countries

No organisations could be found

Try checking spelling, spacing, and abbreviations. If we still can't find it, your organisation may not be registered with NPOconnect or eligible to apply for this program.

Don't see the organisation? **+ Add organisation** Back Go to my applications

- When adding your organisation, you will be asked for your 'Government tax identification number' – please add '0' to this box as this is not relevant for the application process.
- Once you have selected / added your Organisation, you will then be taken to the **Eligibility Questions**.

2. Eligibility Questions

- Please answer the eligibility questions and **'Submit'**.
- If you meet the eligibility requirements for the programme, you will see the 'Eligibility Passed' message as shown below. You can then click: **'Continue to application'**:

Eligibility Passed

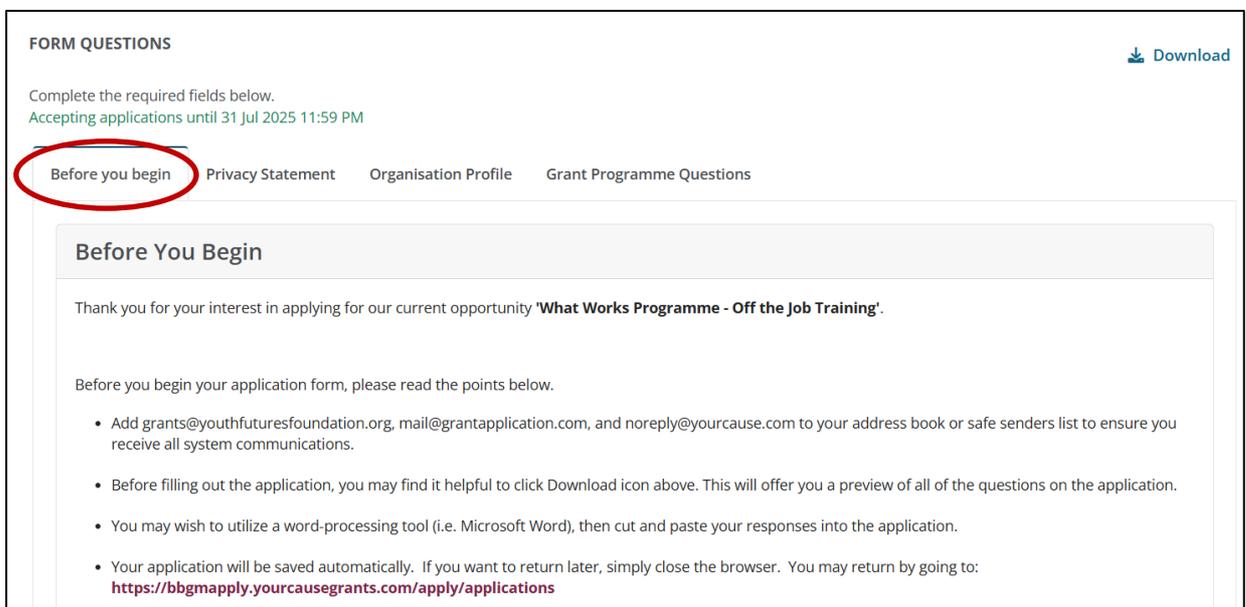
Congratulations! You have passed eligibility and can now proceed with your application.

Cancel Continue to application



3. The Application Form: Introduction and Before You Begin

- If you would like to preview all of the questions on the application form, click '**Download**' at the top of the application form.
- We advise that you read the '**Before Your Begin**' page before starting your application.
- The application form will auto-save but remember to click '**Save**' before exiting the form.
- To navigate between the pages of the form you can either click '**Next**' at the bottom of the form, or click on the page tab titles (e.g. '**Privacy Statement**', '**Organisation Profile**' and '**Grant Programme Questions**')
- Questions with an Asterix are required.



FORM QUESTIONS Download

Complete the required fields below.
 Accepting applications until 31 Jul 2025 11:59 PM

Before you begin | Privacy Statement | Organisation Profile | Grant Programme Questions

Before You Begin

Thank you for your interest in applying for our current opportunity '**What Works Programme - Off the Job Training**'.

Before you begin your application form, please read the points below.

- Add grants@youthfuturesfoundation.org, mail@grantapplication.com, and noreply@yourcause.com to your address book or safe senders list to ensure you receive all system communications.
- Before filling out the application, you may find it helpful to click Download icon above. This will offer you a preview of all of the questions on the application.
- You may wish to utilize a word-processing tool (i.e. Microsoft Word), then cut and paste your responses into the application.
- Your application will be saved automatically. If you want to return later, simply close the browser. You may return by going to: <https://bbgmapply.yourcausegrants.com/apply/applications>

4. The Application Form

- You will need to confirm the **Privacy Statement**.

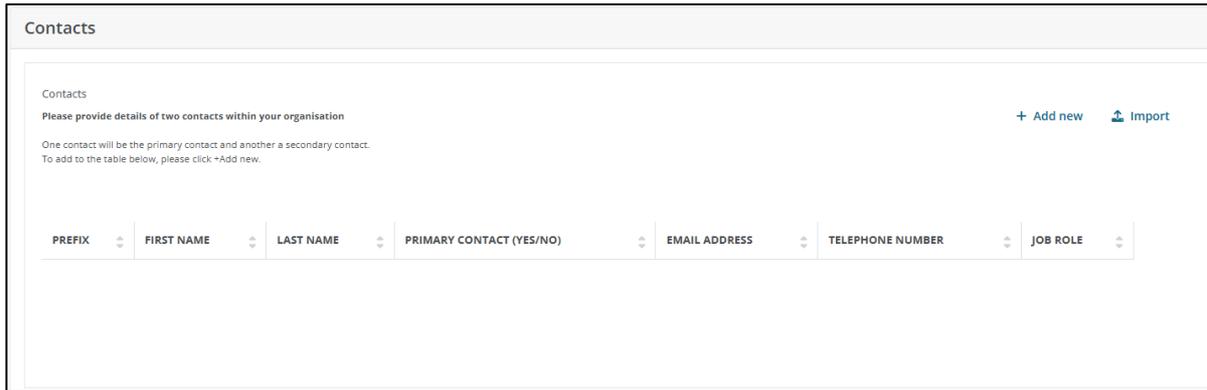
Organisation Details:

- If you are unable to find your **Head Office** Address on the Organisation Profile page, click '**Can't find your address**' to add a new address.
- Note that the **Head Office** address may, or may not be the same as the address entered when you added your organisation address at the start of your application.



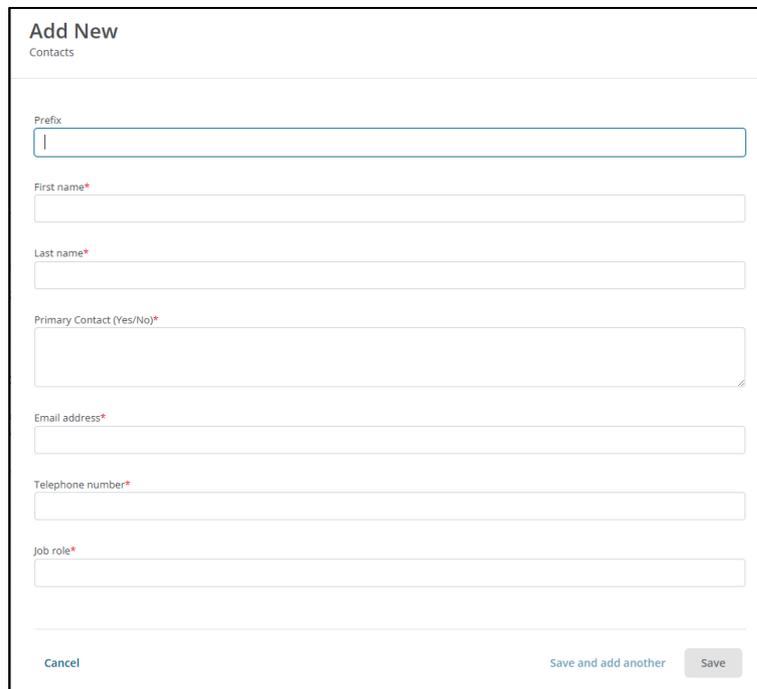
Contacts:

- We require two contacts from your organisation to be entered into the **Contact table**.
- The first should be the '**Primary Contact**' who will receive communications relating to your application, and the second should be an additional person who we can contact should the primary contact be unavailable.
- To add details to the contact table, click '**+Add new**' (or, If you have contacts saved in a csv file, you can import details straight into the Contact table by clicking '**Import**').



The screenshot shows a web interface titled 'Contacts'. Below the title, there is a sub-header 'Contacts' and a prompt: 'Please provide details of two contacts within your organisation'. To the right of this prompt are two buttons: '+ Add new' and 'Import'. Below the prompt, there is a note: 'One contact will be the primary contact and another a secondary contact. To add to the table below, please click +Add new.' Below the note is a table with the following columns: PREFIX, FIRST NAME, LAST NAME, PRIMARY CONTACT (YES/NO), EMAIL ADDRESS, TELEPHONE NUMBER, and JOB ROLE. Each column has a small downward arrow icon next to its header.

- To add contact details using '**+Add new**', complete the **primary contact details** first then select '**Save and add another**' to enter details of a second contact.



The screenshot shows a form titled 'Add New' with the sub-header 'Contacts'. The form contains several input fields: 'Prefix', 'First name*', 'Last name*', 'Primary Contact (Yes/No)*', 'Email address*', 'Telephone number*', and 'Job role*'. At the bottom of the form, there are three buttons: 'Cancel', 'Save and add another', and 'Save'.



Policies and Insurance:

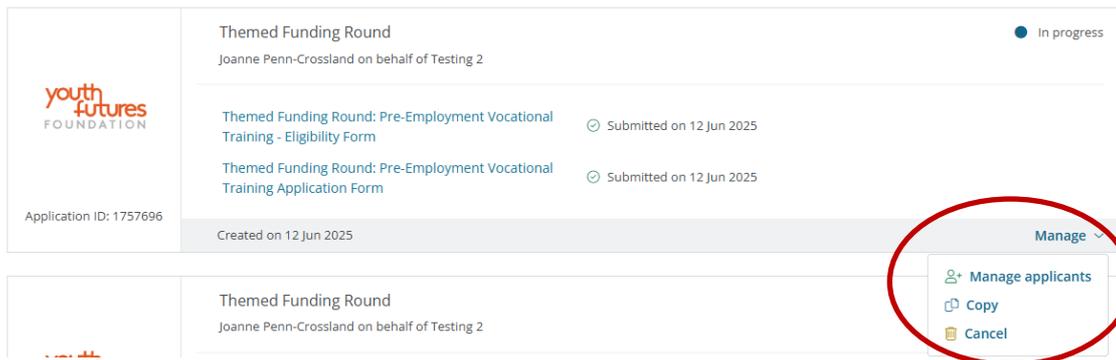
- Please select which policies you have from the drop-down options and selecting each policy one at a time.

5. Submitting and Managing Your Application:

- When you have completed your application, click the **'Submit'** button. You will receive an email to confirm that we have received your form.
- After the closing date, we will review all applications and will be in touch to let you know if your application meets the criteria to progress to the next stage.

You can see your applications in your Blackbaud account and, you can make the following changes:

- **Manage Applicants** – here you can add contact details for additional team members who can help with managing your application.
- **Copy** – creates a copy of your application so that you can re-use the details for another application (this option is only available once the application has been submitted).
- **Cancel** – removes your application from the programme.



Additional Information

For easy access to your application:

- Once your Blackbaud account is set up, to easily access your application and account, please bookmark <https://bbgmapply.yourcausegrants.com/apply/auth/signin>

Got questions?

- If you have any technical questions related to your online application and / or general questions about the programme, please contact us by calling: **020 7553 4539** or emailing grants@youthfuturesfoundation.org

Received a grant from Youth Futures before?

- If you have previously received a grant from us, you will be familiar with the 'Youth Futures Foundation Online Portal', hosted by Blackbaud. Blackbaud will shortly be closing this portal and moving to a new, improved portal: **'Your Cause' from Blackbaud**, which we are now using to manage all our new applications and grants. Existing grant-holders will receive further information in due course about when their existing grants will move to the new portal.

