**Themed Funding Round: Pre-Employment Vocational Training**

Themed funding round to fund and evaluate pre-employment vocational training interventions (with or without a basic skills training component).

**Any question marked with an \* are mandatory and must be answered. This document should be used for reference and drafting ONLY. All applications must be submitted online via our** [**grants portal.**](https://bbgm-apply.yourcausegrants.com/apply/programs/cd40399c-6276-451b-96cf-281e787b88a4)

**General Data Protection Regulation (GDPR) and Privacy Policy**

Youth Futures will process your data securely and in accordance with data protection law. For more information about how your data is used, please see our Privacy Policy available by [clicking this link](https://youthfuturesfoundation.org/privacy-policy/).

Do you agree to Youth Futures Foundation processing your data in accordance with the above privacy policy\*. *(drop down options Yes-I agree/No- I do not agree)*

Are you happy to be contacted about other Youth Futures Foundation developments that may be of interest and be added to the newsletter\*. *(drop down options Yes- happy to be added to newsletter/No- I do not want to be added to newsletter)*

**Organisation Profile**

**Organisation Details**

1. Organisation Legal Name\*:
2. [Organisation] Also Known As:
3. Organisation Website\*:
4. [Organisation] Mission\*:
5. Head Office Address\*:
6. Head office email address\*:
7. Head office landline telephone\*:
8. Organisation Type\* *(drop down options will appear):*

*Charitable Company (Limited by guarantee)*

*Charitable Incorporated Organisation (CIO)*

*College/University*

*Community Benefit Society*

*Community Interest Company (CIC) limited by guarantee*

*Community Interest Company limited by Shares (with appropriate asset lock)*

*Cooperative Society*

*Excepted or exempted charity*

*Limited Liability Partnership (LLP)*

*Other not for profit organisation*

*Private Company limited by Guarantee*

*Private Company limited by Shares*

*Registered Charity*

*Statutory Body (Local Authority, Town, Parish or Community Council)*

1. Charity Registration Number (if applicable):
2. Companies House Registration Number (if applicable):
3. Other Registration Number (if applicable, e.g. FCA):

**Contacts**

1. Lead contact (prefix, first name, last name):
2. [Lead contact] Primary contact (Yes/No):
3. [Lead contact] job role:
4. [Lead contact] email:
5. [Lead contact] phone number:
6. Second contact (prefix, first name, last name):
7. [Second contact] Primary contact (Yes/No):
8. [Second contact] job role:
9. [Second contact] email:
10. [Second contact] phone number:

**Management & Governance**

We recognise the importance of good governance – and the critical role of the Board in achieving this. We are particularly interested to hear from organisations led by people from minoritised ethnic groups, including people with Gypsy, Roma and Traveller heritage.

**This section is optional, and non-completion will not affect your application's review.**However, the information provided will be used by us to monitor our reach to these organisations and to identify and deliver proactive activities to address any under representation across the grants portfolio.

Please answer the following questions on behalf of the lead organisation which will be responsible for delivery. Before submitting your form, ensure that the relevant members of the leadership team consent to you providing any details in relation to their ethnicity.

1. How many members make up your Board?
2. How many members of your Board identify as being from a minoritised ethnic group?
3. Does your CEO or Managing Director identify as being from a minoritised ethnic group? *(drop down options Yes/No)*
4. How many people make up your senior leadership team? *i.e. the small group of staff who make the strategic and financial decisions in your organisation (these staff usually hold the most senior positions).*
5. How many members of your senior leadership team identify as being from a minoritised ethnic group?
6. How are young people involved in the organisational management, governance, and oversight?

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**Experience-Led**

We are also particularly interested to hear from organisations that are ‘experience-led’ – i.e.  led by people with ‘lived experience’. By ‘lived experience’ we mean people who have direct experience of the issues/challenges relevant to the mission and aspirations of your organisation.

**This section is optional, and non-completion will not affect your application's review**, however the information provided will be used by us to monitor our reach to these organisations.

1. Do you consider your organisation as experience led? *(drop down options Yes/No)*
2. If yes, we would like to know if and how your governance, management and/or staff/volunteer teams are led by those with similar lived experience, of the beneficiaries you support. *Please briefly describe.*

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**Policies & Insurance**

If your application is successful, the Terms & Conditions of any funding agreement will require your organisation to have in place relevant and satisfactory policies\* and adequate insurance.   
   
Using the checklist below, please confirm which written policies and insurance your organisation has in place that can be made available on request to Youth Futures Foundation (or any third party acting on our behalf).

**Please note:**

* Your policies should meet the requirements of the relevant laws and best practice and be approved by your Board.
* If you do not yet have all the polices listed, please continue with your application and we will discuss this with you if successful to the next stage of the application process.

**Policies & Insurance** *Please select the drop down and then click on the policies that your organisation has in place, one at a time\*. (drop down options will appear)*

*Data protection & security policy that meets the General Data Protection Regulations (GDPR) and any other data protection laws*

*Equal opportunities policy and/or Equity, Diversity and Inclusion policy, procedures or plans*

*Child protection and/or safeguarding policy and safeguarding procedures proportionate to your activities or your work with vulnerable people*

*Employer liability insurance certificate*

*Public liability insurance certificate*

*Health & safety policy*

*\*Modern slavery policy*

*\*Anti-money laundering & anti bribery policy*

*\*Whistleblowing policy*

*\*Risk assessment and mitigation*

*\*Professional Indemnity*

*\*Please note these additional policies will only be required for some projects. We will contact you if you are required to send in these policies.*

**Resources**

1. Number of full-time equivalent (FTE) staff *FTE is the number of people that would be employed if all staff worked full-time\*.*

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1. If your application is successful, you will be required to upload a bank statement in the name of the organisation. Do you have a bank statement in the legal name of your organisation?\* *(drop down options Yes/No)*

**Conflict of Interest**

1. Are you aware of any conflict of interest with Youth Futures Foundation/Board members/staff?\* *(drop down options Yes/No)*
2. If yes, please provide further information

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**Grant Programme Questions**

We are looking to fund organisations that have a **track record** of delivering **pre-employment vocational training**interventions to young people aged 16-25 in England. We are also interested in pre-employment vocational training interventions that incorporate basic skills training components. The intervention delivered to recipients should not be longer than 12 months in total, and we will favour shorter interventions to evaluate where possible.

Please refer to the definitions below, as well as our programme guidance to support your answers to the stage one assessment questions.

**Intervention:** a coherent set of activities with a defined structure, target group, and intended outcomes. An intervention could also be referred to as a programme’. We are open to interventions that offer a wider programme of activities (for example mentoring, on the job training, life skills). However, if the pre-employment vocational training intervention is part of a wider programme of activities, pre-employment vocational training should make up at least 50% of the overall contact hours with young people.

**Pre-employment Vocational Training:** Pre-employment vocational training takes place primarily outside of the workplace and aims to develop vocational skills for specific jobs and sectors. Content is typically classroom, workshop (or equivalent) based curricula that leads to the development of practical skills (i.e., not basic or life skills) of relevance to employers within the specific jobs or sectors that participants are looking to enter/ progress in. If delivered in a work premises, training mostly happens in a separate part of the work premises from where people normally carry out their work. It could contribute toward the achievement of a certificate or qualification. An example of an intervention including pre-employment vocational training could be a [**Skills Bootcamp**](https://www.skillsforcareers.education.gov.uk/pages/training-choice/skills-bootcamp) designed to support individuals to become a HGV driver.

For this definition it does **not** include:

* On-the-job training (training for employees that takes place as part of their work)
* The vocational training element of an apprenticeship or traineeships
* Learning that primarily focuses on the development of basic skills such as literacy and numeracy, and/or only focuses on life skills (sometimes called ‘soft skills’) such as communication, team-working, workplace behaviours etc, over and above vocational sector specific skills.
* Pre-employment vocational training undertaken in schools and college that young people do as part of the universal education system in England. For example, a Level 1 construction skills course delivered by a further education college / training provider and funded by the Department for Education (formerly Education and Skills Funding Agency)

Please refer to our '[**Youth Employment Toolkit**'](https://youthfuturesfoundation.org/tools/youth-employment-toolkit/toolkit-item/off-the-job-training/) when assessing whether your intervention meets our definition of pre-employment vocational training (referred to as ‘off-the-job training’ in our toolkit).

**Basic Skills Training:** Basic skills training seeks to help young people develop literacy, numeracy and/or digital skills that are needed for work and learning but are not specific to a particular occupation.

The following are **not** considered as basic skills training:

* Learning that focuses on enhancing young people’s capabilities in areas such as communication, interpersonal and team-working skills, self-regulation etc. These are defined as life skills training. Basic skills training can indirectly help young people to improve their life skills. For example, communication and team-working may be enhanced by gains in literacy.

Please refer to ‘basic skills training’ in our '[**Youth Employment Toolkit**](https://youthfuturesfoundation.org/tools/youth-employment-toolkit/toolkit-item/basic-skills-training/)' when assessing whether components of your intervention meet our definition.

**Stage One Assessment Questions**

**Your Intervention**

1. Please describe how the intervention you deliver meets the definition above of pre-employment vocational training, including where the intervention takes place, which specific jobs and sectors it is focused on and the curriculum of the intervention\*. *If your pre-employment vocational training intervention is part of a wider set of activities you deliver, please describe these activities and indicate the proportion of pre-employment vocational training as part of these activities. Please refer to our definition above in your answer*.

*Suggested word count: 400*

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2. Does your intervention also include a basic skills training component? *If so, please explain how this meets the definition above of basic skills training, including how it seeks to help young people develop literacy, numeracy and/or digital skills. Please indicate what proportion of your intervention is basic skills training. Please refer to our definition above in your answer.*

*Suggested word count: 250*

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3. Does your intervention have a set duration and set number of sessions?\* *(drop down options Yes/No)*

If YES, what is the duration and set number of sessions?

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If NO, what is the average length of time a young person is supported by your intervention and how many sessions do they receive on average?

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4. How long have you been delivering the intervention described in your previous answers?\*

Years \_\_\_\_\_\_\_\_\_\_\_\_ Months \_\_\_\_\_\_\_\_\_\_\_\_

5. Is your intervention delivered in cycles (i.e. do sets or cohorts of young people start the intervention at a specific time(s) of the year) OR do you deliver services on a rolling-basis (as and when a young person is referred to you)?\* *Please select all that apply. (drop down options will appear)*

*Cycles*

*Rolling basis*

*Other*

If 'Other' please describe.

*Suggested word count: 200*

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6. If your intervention is normally delivered in cycles, please specify the start date(s) of delivery.

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7. If your intervention occurs on a rolling basis, please enter your current average monthly starts. If your intervention is cohort-based/cyclical, please enter the current average number of starts per intervention cohort/cycle.

Monthly Starts: \_\_\_\_\_\_\_\_\_\_\_

OR

Starts per intervention cohort/cycle: \_\_\_\_\_\_\_\_\_\_\_\_

**Referral and Onboarding Process**

8. Do you have eligibility criteria for the intervention you’ve described in questions 1 and 2?\* *(drop down options Yes/No)*

If yes, please list your eligibility criteria.

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9a. Please state if the following groups of young people are eligible for your intervention and the percentage (%) of overall referrals they have accounted for in the last 24 months (an approximate estimate is acceptable)\*

Eligible for intervention:

*Please select all that apply and then enter a percentage in the relevant boxes below*. *(drop down options will appear)*

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| Young people aged 16 and 17 (%) |  |
| Young people aged 18 to 21 (%) |  |
| Young people aged 22 to 25 (%) |  |
| Young people who are NEET (%) |  |
| Those who are Black (%) |  |
| Those who are Pakistani (%) |  |
| Those who are Bangladeshi (%) |  |
| Those who have experience of the care system (%) |  |
| Those who have experience of the justice system (%) |  |
| Those who have learning disabilities (%) |  |
| Those who have autism (%) |  |
| Those who have mental health challenges (%) |  |

9b. Please state if the following groups of young people are specifically targeted for your intervention\*:

Specifically targeted:

*Please select all that apply. (drop down options will appear)*

[1] Young people aged 16 and 17

[2] Young people aged 18 to 21

[3] Young people aged 22 to 25

[4] Young people who are NEET

[5] Those who are Black

[6] Those who are Pakistani

[7] Those who are Bangladeshi

[8] Those who have experience of the care system

[9] Those who have experience of the justice system

[10] Those who have learning disabilities

[11] Those who have autism

[12] Those who have mental health challenges

[13] Other

[14] Not specifically targeted

9c. If you selected "Other" for question 9b, please specify:

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10a. Please select the referral partners who refer 50 or more young people to your intervention per year\*

*Please select all that apply. (drop down options will appear)*

[1] Job centre Plus

[2] Youth Offending Service

[3] Care Leavers Team

[4] Housing Association

[5] Schools/Colleges/Pupil Referral Units

[6] Children and Adolescent Mental Health Services (CAMHS)

[7] Partner voluntary and community organisations

[8] Local Authority

[9] Other

[10] We work with less than 50 young people per year

[11] No referral partners refer 50 or more young people per year

[12] Most of our young people are self-referred

10b. If you selected “Local authority” or “Other” please provide details.

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11. Please bullet point the process followed for a young person to be referred to you by the referral partners you selected above**.**

*Suggested word count: Up to 200 per referral partner*

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12. Is your intervention typically oversubscribed (i.e. do you receive more eligible referrals than you are able to support)?\* *(drop down options Yes/No)*

If YES,

* How many eligible referrals per year do you have to decline?
* How do you currently decide which young people receive support?

*Suggested word count: 200*

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13. What other programmes or interventions are available to eligible young people if they weren‘t receiving support from your intervention?\*

*Suggested word count: 300*

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14. Sometimes to progress promising interventions to trial we need to scale up delivery to ensure our evaluation is informative. Could you successfully double your current annual delivery starting in autumn 2026 if required, and, if so, what would you need to do in order to achieve this?\*

*Suggested word count: 400*

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**Data Collection**

15. Do you collect personally identifying data about the young people you deliver your intervention or services to (e.g. National Insurance Number, Unique Pupil Number, Date of Birth, Postcode, First/Last name)? How is this data managed and stored?\* (e.g. spreadsheet, CRM or database)

*Suggested word count: 200*

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16. Over the last 24 months how many young people aged 16-25 started your intervention and completed your intervention?\* *The number of young people who completed your intervention should not exceed the number of starts.*

Intervention starts:\_\_\_\_\_\_\_\_\_\_\_\_\_ Intervention completions: \_\_\_\_\_\_\_\_\_\_\_\_

17a. What outcomes do you measure for the young people you deliver your intervention to? Please list all of the outcomes you measure for the intervention\*

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17b. Please specify up to three outcomes which you consider to be most central to the intervention. How do you measure these outcomes?

Outcome 1\*

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How do you measure this outcome?\*

*Suggested word count: 100*

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Outcome 2

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How do you measure this outcome?

*Suggested word count: 100*

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Outcome 3

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How do you measure this outcome?

*Suggested word count: 100*

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18. How many of the young people who completed your intervention over the last 24 months achieved the three outcomes you specified in question 17b?

Outcome 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outcome 1: Number of Young People\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outcome 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outcome 2: Number of Young People\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outcome 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outcome 3: Number of Young People\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

19. At what point do you collect your outcomes data that you have described in question 17? You can select multiple options: *Please select all that apply. (drop down options will appear)*

[1] During/as part of the intervention

[2] At programme exit or shortly after

[3] Up to 6 months post programme exit

[4] 6 months to 1 year post programme exit

[5] Other

**Financial Information**

20. Please provide your best estimate of the cost per young person of the intervention you described in questions 1 and 2.\**Please consider both intervention delivery and core costs when calculating the cost per young person to deliver what you would consider to be the best version of your intervention. If your application proceeds to the second stage, you will be asked to provide more detail of your costs.*

£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GBP

21. Please attach your organisation’s budget (income / expenditure) for the current financial year AND a financial forecast budget (income / expenditure, either cash or P&L basis) for the next financial year.\*

*You are welcome to provide a very brief narrative, in the comments section below, to accompany this information if you think it would help our understanding of your current and future financial picture. Please note that you do not need to attach information that is publicly available such as your latest annual report and accounts. As part of our due diligence check, Youth Futures Foundation will review the available information as appropriate.*

Comments:

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22. If we take you through to Stage Two of the application we will require, in addition to policies listed in the ‘policies and insurances’ section of this form, the items below:

* Short biographies of your management team and Board members / trustees.

Please confirm you are able to provide these if requested\*. *(drop down options Yes/No)*

**END OF APPLICATION FORM**