**Youth Fund**

**Sample Application form**

Please note this form is for guidance only. All applications must be submitted via PHF’s online portal <https://tinyurl.com/PHF-Portal-Account>

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# Your Organisations details & contacts:

**Question: Previous Contact: Please let us know if your organisation:**

Select 1 of the following options:

* Has been funded by PHF in the last five years
* Has submitted an unsuccessful application in the last five years
* Has not applied to PHF before
* Has been funded by PHF over five years ago
* Has submitted an unsuccessful application over five years ago

**Question: If you have already spoken to someone at the Foundation - please let us know who this was:**

**Question: How did you hear about Paul Hamlyn Foundation?**

Select from the following options:

* Event or conference
* Online search
* Word of mouth
* Facebook
* X / Twitter
* LinkedIn
* Instagram
* Other social media
* Other source

**Question: Primary contact details for the Application:**

First name, Last name, Telephone number, Email Address.

**Question: Please let us know if you have any particular access needs we should be made aware of?**

**Question: What is your organisation's name?**

**Question: What is your organisation's legal name?**

**Question: If your organisation is known by any other name, please give that name as well.**

**Question: Organisation address details:**

Building no, Street, Town/city, Postcode.

**Question: Organisation Telephone number.**

**Question: General email address for your organisation.**

**Question: Organisation website (if applicable).**

**Question: Please briefly describe your organisation and the type of work that it does:**

The description might include the type of organisation e.g. a school, theatre company, and some brief account of the distinctive features of that organisation, for example, size, location, the type of work it undertakes or the type of people it typically works with. e.g.? A theatre company working with children and young people in the Wirral.

**Question: Organisation Legal status.**

Select from:

* Registered Charity
* Company (limited by shares)
* Company (limited by guarantee)
* Charitable Incorporated Organisation (CIO) or Scottish CIO
* Unincorporated Association
* Community Interest Company
* Industrial and Provident Society
* Trust
* Other

**Question: In which year was your organisation established?**

This was the year your organisation became a legal entity.

**Question: Charity number (If applicable)**

**Question: If applicable, when was your organisation registered as a charity?**

**Question: Company number (If applicable)**

**Question: If applicable, when was your organisation registered as a company?**

Select from the Calendar pop-up.

**Question: Are you a living wage employer?**

Select 1 from the following:

* Yes
* No

**Question: Living wage - what year were you accredited living wage status?**

**Question: Please let us know how many staff are employed by your organisation (full-time equivalent)?**

**Question: Please let us know how many volunteers your organisation has.**

**Question: Chief Executive (or equivalent organisation leader) contact details:**

First name, Last name, Telephone number, Email Address.

# Financial summary:

**Question: What was the date of your last financial year end?**

Select from the Calendar pop-up.

**Question: What was your organisation's income in the last financial year?**

**Question: Did your organisation have a surplus or deficit for the last financial year?**

Select 1 from the following:

* Surplus
* Deficit
* Not applicable

**Question: If applicable, what was the amount of your organisation's surplus/deficit for the last financial year?**

**Question: What were your organisation's unrestricted reserves at the end of the last financial year?**

**Question: Are you projecting a surplus or deficit for the current financial year?**

Select 1 from the following:

* Surplus
* Deficit
* Not applicable

**Question: What is your organisation's projected surplus / deficit for the current financial year?**

**Question: What are your organisation's projected unrestricted reserves for the end of the current financial year?**

**Question: Please select the charitable purpose that your idea relates to:**

Select from the following:

* Prevention or relief of poverty
* Advancement of education
* Advancement of health or saving of lives
* Advancement of citizenship or community development
* Advancement of the Arts, culture, heritage or science
* Advancement of human rights, conflict resolution, or reconciliation, or the promotion of religious or racial harmony or equality and diversity
* Relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
* Any other charitable purpose

**Question: If your organisation is not a registered charity (e.g. if it is a Community Interest Company, a Company Limited by a Guarantee, etc), please can you describe in a few sentences how you believe this project specifically fulfils the charitable purposes you identified and how it would contribute towards public benefit, as defined by the Charity Commission.**

100-word limit

**Question: If you work directly with young people (in the 14-25 age range), approximately how many young people did you work with last year?**

**Question: Which of the following age groups of people do you work with or on behalf of?**

Select all that apply:

* All ages
* Ages 0-4
* Ages 5-10
* Ages 11-15
* Ages 16-20
* Ages 21-25
* Ages 26-30
* Adults (31-64)
* Older people (65+)

**Question: Please estimate the proportion of your work (using a percentage) that directly benefits young people within our target age range of 14-25.**

**Question: Contact details for Referee:**

Name, telephone number, address, email

**Question: What is your organisation's relationship with the person you have chosen to provide a reference?**

160-word limit

# About the work

**Question: Please provide a brief title for your proposal**

**Question: Please provide a brief description of the work**

What are you seeking funding for and why?

100-word limit

**Question: Where will this work take place?**

(Please tick UK Wide (if relevant) OR select all that apply)

Select all that apply:

* UK Wide (in all 4 UK countries)
* East of England
* East Midlands
* London
* North East
* North West
* South East
* South West
* West Midlands
* Yorkshire and the Humber
* Northern Ireland
* Scotland
* Wales

**Question: How much funding are you applying for?**

**Preset field: This funding will be spread over three years (shown in months)**

This is now preset to 36months and cannot be changed.

**Question: When do you intend to start the work/programme?**

Select from the Calendar pop-up.

# About your proposal:

The Youth Fund supports organisations that aim to achieve wider impact for young people (for example, going beyond direct delivery and focusing on systemic or structural change).

Our aim is to improve the quality and quantity of support available to young people in transition. We invest in organisations who aim to sustain or grow their impact by developing resources (strategic development or income generation), enhancing delivery (improvement or expansion of delivery, enhancing youth participation, asset-based working, or the quality of work with young people) and influencing (the wider context with and for young people (Influencing, advocacy, or campaigning activities).

For more guidance on our approach to supporting organisations to sustain or grow their impact, please see [**this report**](https://www.phf.org.uk/publications/supporting-organisations-to-sustain-or-grow-their-impact/)

 **Question: Please briefly describe what your organisation does, its main achievements over the last five years.**

250-word limit.

**Question: Please describe the changes or outcomes this leads to for young people.**

(Please provide evidence of this impact, with statistics or examples from the past year, if relevant).

250-word limit.

**Question: Please describe your approach to working with young people. For example how do you support young people to recognise and build on their strengths, shape their own lives, and lead change?** please see [**this report**](https://www.phf.org.uk/publications/supporting-organisations-to-sustain-or-grow-their-impact/)

250-word limit.

**Question: How is your organisation and work with young people actively committed to anti-racism and to applying an intersectional lens to inequity?**

As a Foundation PHF is committed to anti-racism and to applying an intersectional lens to our understanding of inequity. We define anti-racism as ‘the active work to identify and oppose racism, which includes changing systems, structures, policies and practices, as well as attitudes to create a more equitable society.’ By intersectionality we mean an approach which takes account of multiple and overlapping identities as they relate to areas such as race, class, disability and gender and understanding how this might impact and compound inequity.

Examples could include

*- having a strategy and operational plan working towards racial justice*

*- collecting data on your staff and volunteers to understand how to ensure they reflect the young people and communities you serve*

*- collecting data on the young people you serve to ensure they reflect the ambitions of the work in terms of racial justice and social transformation*

*- how your organisation’s leadership and delivery staff reflect the young people and communities you serve*

*- how your organisation supports and champions people with lived experience of inequity, systemic oppression or discrimination in the design and governance of the work.*

*- how your work is designed and delivered to ensure it is accessible to all young people*

*- how you ensure your workplace / space for young people is safe, anti oppressive and has clear guidelines for how to hold people to account when boundaries are disregarded*

250-word limit.

**Question: Please provide a description of the work that you would like us to support through core funding?**

250-word limit.

**Question: How will this funding support your organisation to sustain, prepare to grow, or grow its impact over the next three years?**

Please explain the changes or outcomes that you expect for a) your organisation; b) young people; and c) more widely. please see [**this report**](https://www.phf.org.uk/publications/supporting-organisations-to-sustain-or-grow-their-impact/)

500-word limit.

**Question: Please provide a copy of your current or most recently updated strategy or business plan**

You are required to upload a document.

**Question: If you do NOT have a strategy or business plan available, please explain here.**

150-word limit

**Question: Is there any other information you would like to include that is relevant to your application?**

150-word limit

**Question: Feedback required - Please estimate the total number of hours you and your team have spent on the grant proposal and selection process so far.**

# Safeguarding of children and vulnerable adults

All Paul Hamlyn Foundation funded organisations, individuals and projects that work with children and young people or vulnerable adults are required to have safeguarding and digital safeguarding policies and active procedures in place.

Paul Hamlyn Foundation’s own Safeguarding policy can be read [**on our website**](https://www.phf.org.uk/wp-content/uploads/2019/09/Paul-Hamlyn-Foundation-Safeguarding-Policy.pdf).

**Question: Do you have a safeguarding and digital safeguarding policy for children and vulnerable adults?**

Select 1 from the following:

* Yes
* No

If you have answered Yes to the above, please continue to enter the relevant information below:
(We recognise that some organisations may have their policies as separate documents, therefore please upload your versions on the most appropriate link below).

Safeguarding policy - Children & Young people. If applicable - You are required to upload your documents.

Safeguarding policy – Vulnerable Adults. If applicable - You are required to upload your documents.

Digital safeguarding policy. If applicable - You are required to upload your documents.

**Question: When was the last time your safeguarding policy was formally reviewed?**

Fill in your own details – 100-word limit.

**Question: When was your safeguarding policy last discussed at Board level?**

Fill in your own details – 100-word limit.

**Question: Who is the designated safeguarding lead in your organisation?**

Fill in your own details – 100-word limit.

**Question: What safeguarding training is undertaken by your employees and others working with your organisation (eg Board, volunteers)?**

Fill in your own details – 100-word limit.

**Question: How do you ensure that any partners, contractors or freelance employees involved in your work with children or vulnerable adults have appropriate levels of safeguarding awareness/training?**

Fill in your own details – 100-word limit.

# Diversity, equity, and inclusion data

Please note, that we have a range of questions around your organisation's Diversity, equity and inclusion information, which you can find on a separate sample form on [our website sample forms.](https://www.phf.org.uk/funding#heading-5949)