

## Youth Investment Fund Refurbishment Grants Questions

This document outlines the complete application questions for the Youth Investment Fund Refurbishment Grants.

### Initial Checks

#### Is planning permission required for this work?

(Please note if you require planning permission the Refurbishment Grant process is not the right application route for the YIF. You will need to apply to the main fund)

#### Is your site a listed building?

Yes

No

#### Have you acquired the listed building consent documents?

Please note that we cannot progress your application without these already in place and uploaded. Later in the form, you will be asked to upload these.

### About your Organisation

#### What is the organisation's legal name?

(i.e. The exact name registered at Companies House/ other regulator)

#### Does the organisation trade under a different name?

#### Organisation Street/Building

#### Town/City

#### Region

#### Organisation Website

#### Organisation email address

#### Organisation phone number

#### What is the organisation's legal status?

- Unincorporated organisation
- Company limited by guarantee
- Community Interest Company (CIC) limited by Shares
- Community Interest Company (CIC) limited by guarantee
- Limited Liability Partnership (LLP)

- Charitable Incorporated Organisation (CIO)
- Company limited by shares
- Industrial & Provident Society
- Local Authority
- Mutual (Friendly Society)
- Registered Society (BENCOM)
- Registered Society (Cooperative)
- Other

**On what date was the organisation established?**

(This will usually be the year the organisation was incorporated)

**What was the organisation's turnover as per your last set of accounts?**

(Your turnover is the income your organisation has generated. Please enter the total amount of income your organisation had as detailed in the last set of accounts)

**What is the organisation's main source of income?**

- Business 2 Business (B2B)
- Business 2 Customer (B2C)
- Business 2 Government – Contracts
- Business 2 Government – Grants
- Grants (Non-governmental)
- Donations

Your organisation may have multiple sources of income but please choose the source that brings in the largest proportion. Please note that membership subscriptions should be treated as Business 2 Customer income

**Leadership Diversity**

We collect data on equalities to better understand the make-up of the organisations this fund will support. We are committed to ensuring that we fully represent the diversity of the sector in our funding. The data will also feed into wider on-going programme reporting and learning. Completion of these questions is encouraged but voluntary. If you do not know the information or do not wish to share the information, please choose 'Prefer not to say'.

**What percentage of your board and senior management team are:**

**Black, Asian and minoritized ethnic communities – Led**

**Disability– Led**

**LGBTQI+ - Led**

**Women – Led**

Options:

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%
- Prefer not to say

For example, if you have 10 Board and Senior Management members in your organisation and 4 of these are women, then 40% of your Board and Senior Management team are women

## **Your work and who you support**

**What is the organisation's mission and what services do you provide?**

(Open ended text box)

This question is not assessed. Please just give a brief description

**On what scale does your organisation work?**

- Local
- Regional
- Multi-regional
- National
- International

We would like to understand the size of the area you deliver your work in.

**What is the main focus of your organisation's work?**

- Arts, Heritage, Sports and Faith
- Citizenship and Community
- Conservation of the Natural Environment
- Employment
- Family, Friends and Relationships

- Housing and Local Facilities
- Income and Financial Inclusion
- Mental Health and Wellbeing
- Physical Health
- Training and Education

This will be only used for data collection, not assessment. We understand that you may work in several outcome areas, but please select the one which you mainly work in. Further in the form, we will ask for more information about the youth work that you are delivering on the site.

Please tell us a little more about who your organisation employs and your volunteers.

**Full Time Employees****Part Time Employees**

**Volunteers** (who are not board members)

**Board members**

Note: Please just enter whole numbers (no commas or symbols) and 0 if the answer is none.

**Current Project Status**

In this section, we will be asking you about your construction project and its current status.

**Name of Building/Site**

This is just used to refer to the site during the application process. For example a building name, or street address

**Please provide us with a short description of the refurbishment work you are seeking to undertake**

Please include a description of the site, the activities within it and the need for refurbishment work.

**What is the postcode of the site?** (Not asked to organisation who answer 'No' to the above question?)

**What is your organisation's relationship with the site? E.g. Lease or freehold**

Lease 5-9 years

Lease 10-19

Lease 20+

We hold the freehold

Please note that we cannot provide a grant if you do not lease/own the site. You must have a lease over 5 years to apply to this fund.

**Who owns the freehold?**

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**Your Refurbishment Project**

This section will ask you for information about your project, the work you are seeking to carry out, the cost of that work and the amount of time you expect that work to take.

Later in the form, we will ask you to provide photographs of your site from the inside and outside that clearly demonstrate the remedial works needed. If you have any plans, drawings or additional documentation from architects, structural engineers or other suppliers, we will also ask you to upload this to support your application.

We will also ask you if you already have had any quotations, and when you have received these. If your application reaches this point, as part of the assessment, we will discuss your process of appointing suppliers. If you already have an identified supplier, we will ask you about your procurement process to enable us to determine if this is compliant with the YIF's procurement policy. If the process has not been compliant, or we are unsure, we will offer support from the fund's framework suppliers to determine whether the process has been compliant and / or to support you to deliver a compliant procurement process.

**What is the size of the building in terms of gross area use (total sq ft)?**

Please complete with a whole number.

**At what stage are you in the building regulations application for the building?**

Building regulations not needed

Building regulations approved (including building route notice)

Application submitted and being reviewed (full plans application)

Don't know

**Have you carried out a sustainability assessment for the building?**

YES – BREEAM

YES - LEED

YES - EPC

YES - UKGBC

YES – PASSIVHAUS

YES – DEC

YES – OTHER SUSTAINIBILTY ASSESMENT

NO

**How has your organisation engaged local people in plans to extend/evolve your provision?**

All local relevant stakeholders including young people, other local service providers and local decision makers, have been consulted on service need.

Local stakeholders – service providers and local decision makers – have been consulted on service need.

Local young people have been consulted on service need.

Young people using the current provision have been consulted on service need.

The management, staff and volunteers have been consulted on service need.

No consultation has taken place

**Have you put together a budget and planned costs for the project?**

Yes

No

**Please provide estimates below for the anticipated length in weeks of each stage of your project.**

**Tender/ Contract Award (weeks)**

**Build Period (weeks)**

**Total Project Duration (weeks)**

**Start date of build**

**Approximately, what costs have you incurred so far for this project?**

**What is the total amount of Capital Funding you are requesting from the Youth Investment Fund Refurbishment Programme?**

Please just enter whole numbers without commas or symbols. You will be asked about the additional revenue funding you may be requesting later in the form.

**Is this the total amount needed to complete your refurbishment?**

Yes

No

**Your Team**

**Please tell us about the team that will deliver the refurbishment project**

Who will be providing oversight within your organisation and what is their prior experience? Include professional appointments such as Project Managers, or internal expertise

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Please provide an itemised cost for each separate piece of work below. If you are planning for multiple items of work then please click '**Add another response**' to outline each one.

Please assume VAT needs to be included, unless you have had specific advice that you do not need to pay it.

## **Planned Work**

### **What refurbishment work are you planning to carry out?**

Roof works

Accessibility adjustments

Insulation

Fitting of a new boiler

Fitting of new windows

Fitting new doors

Fitting new bathroom/toilet

Fitting of a new kitchen

Damp proofing

Rewiring or electrical works

Plastering

Asbestos Removal

Moving/removing an internal wall

Contingency

Fees

Redecoration

External landscaping

Installation of solar panels

Installation of heat pumps

Other

**Please provide us with additional information relevant to this refurbishment work**

**Who is completing the work?**

**Are they In-house staff or external suppliers?**

In house staff

Engaging new external consultant

**How much will this work cost?**

## **Open Access Youth Provision**

**Will your refurbishment project enable you to preserve existing delivery, or to expand your reach?**

Preserve

Expand

**What proportion of the building's activities will be aimed at young people aged 11-18 (or up to 25 with Special Educational and Disability Needs)?**

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

**What % of your youth provision on the site is alternative education provision?**

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

The provision of education for children who can't go to a mainstream school

**What % of your youth provision on your site are available to any young person who would like to attend?**

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

We understand that not all services in the site may be open to all young people. This question is asking you about the % of your activities that are open to any young person

**What % of young people that attend your provision are referred by other agencies?**

- 0%



- 1-25%
- 26-50%
- 51-75%
- 76-100%

**How do you advertise your services to young people?**

Social Media

Flyers

In schools

Through partners

Outreach

Others

**How do your activities provide opportunities for further engagement of young people?**

Trained youth workers attend all our activities alongside coaches / facilitators / volunteers and engage with young people on an informal basis

Young people can arrange to talk to our trained staff on a one-to-one basis alongside taking part in activities run by coaches / facilitators / volunteers

Our activities are designed around youth work principles and offer the means of engaging with young people as an integral part of every activity we deliver

Our activities are designed alongside young people and offer the means of engaging with young people as an integral part of every activity we deliver

Other

**What is the minimum training/qualification for your staff to work with young people?**

- Level 2 or 3 Certificate in Youth Work Practice (Apprenticeship)
- Level 2 or 3 Qualification in Youth Work Practice
- Diploma in Youth Work Practice
- BA Honours
- Graduate Diploma
- Postgraduate Diploma
- Masters
- Training delivered by Regional Youth Work Units
- Other
- No minimum is required

If your option is not listed, please choose other and tell us about the minimum training you require.

**Is the minimum qualification recognised by the JNC?**

Yes/No

For more information, go to <https://www.nya.org.uk/youth-work/jnc/>

**How many staff / volunteers are trained to Level 2 or above to deliver activities?**

If your option is not listed, please choose other and tell us about the minimum training you require.

We are trying to understand the size and scale of the delivery of your youth activities. The following questions will allow us to do this in several ways.

**In total, how many unique individual children & young people (aged 11-18 or up to 25 for young people with Special Educational Needs and Disabilities (SEND)) currently attend the building in a typical week?**

Please include any local detached youth work you coordinate from this site.

**In total, how many unique individual children & young people (aged 11-18 or up to 25 for young people with Special Educational Needs and Disabilities (SEND)) will attend the building in a typical week after the capital project?**

Please include any local detached youth work you coordinate from this site.

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The below section will help you to provide us with the information about the following areas:

- The current/intended activities you offer to young people, incl. scale and frequency.
- The activities you will offer to young people as a result of your project, as part of your YIF grant application. This may be in the form of the expansion of current activities, or new activities.

Please use the section below to enter details of the current activities offered.

Each section represents a single activity, and you can click '**Add Another Activity**' at the bottom of the page if you want to add a second or further activities.

Please note - we do not assume all current activities will expand in hours, staff and attendees. Use your best estimates for each activity and please repeat figures if you think these activities will not change as a result of the capital project.

## **Activity**

### **Activity Name**

#### **Is this a New or Current activity?**

New activity

Current activity

#### **What is the primary intention behind this activity?**

Therapeutic

Improve/Support Mental Health and Wellbeing

Fun and Association

Specific skill Building

Awareness raising – Societal Issues

Awareness raising – Recreational Opportunities

Awareness raising – Career pathways

Awareness raising – Support and services

Safe space

Improved relationships – Family

Improved relationships – Peers

Improved relationships – Professionals

Community or civic engagements

Transitional support

Human connection

Perception change – Self

Perception change – Others

Reduced recidivism

Academic attainment

Social and emotional learning

Youth rights/participation

Improved physical health and wellbeing

School/education re-engagement

Employability

Independent living

We understand that there may be multiple intentions/purposes to the activity but please choose the primary one of this activity.

**Description**

**What is the setting for this activity?**

Home

School

Health setting

Criminal justice setting

Community venue (e.g. café, library)

Dedicated building (e.g. youth club, community centre)

Outdoor – nature

Online

Outside - not nature / wilderness

Mobile

**Can you tell us about the structure of this activity?**

Programmatic

Rolling

**What is the duration of this activity?**

Less than 1 month

1 - 3 months

4 - 6 months

7 - 12 months

2 - 3 years

More than 3 years

**Frequency**

Daily

Weekly

Bi-weekly

Monthly

Termly

One off

More than once a week (not daily)

**Timescale**

Fixed

Open – ended

**Attendance**

Regular

Ad-hoc

One off

**Minimum Age**

**Maximum Age**

**What is the % of young people attending that fit into the age bracket of young people aged 11–18 (up to 25 for young people with SEND).**

There is no need to input the % sign. Just input a whole number between 0 and 100.

**After the capital project, how many hours per week will this activity take place?**

**After the capital project, how many individual children & young people in total do you expect to take part in this activity in a typical week?**

**Full-Time Staff after capital project**

**Part-Time Staff after capital project**

**Volunteers after capital project**

**Revenue Funding**

You may also apply for revenue funding as part of your application.

Revenue grant is available to support you as you deliver the capital project, and to support the expansion of positive activities for young people.

**Do you require Revenue Funding?**

Yes

No

Revenue grant is available from the fund under the following headings, could you please indicate into which category your requested grant will fall, with the relevant amount of grant requested for each?

Please just enter whole numbers without commas or symbols. Please put 0 if you do not need a revenue grant.

**Project management costs to oversee the project**

This could include a full-time project manager, or consultancy from a Quantity Surveyor

### **Overheads during the project**

This might include backfill for senior staff, renting alternative space during the build period or incidental additional costs incurred

### **Expansion costs**

This could include recruitment and staff training

### **Project delivery costs in Year 1**

This might include marketing, outreach or partnership development, and can include some costs for new staff – where this does include staffing costs for expanded delivery, we will expect to see a forward plan for the ongoing retention of these new employees beyond the lifetime of the YIF.

### **The total amount of Revenue Funding you are requesting is**

Calculated based on answers above

## **Financial Documentation**

**Please upload your last set of financial accounts**

**Financial Accounts - set 1**

**Please upload your most recent set of management accounts (if possible your year end management accounts for 22/23)**

**Please upload your 23/24 budget (including your forecast and actual/performance to date figures)'**

**Please upload your overall project budget. This can be in any format you are currently using.**

## **Supporting Documentation**

Please provide photographs of your site showing where remedial works will be carried out

**External photograph**

**Internal photograph**

**Additional detailed photograph, if needed**

We would like to see up to three quotations you have collected. You must provide at least one and ideally we would need more.

**Quotation 1**

Please upload a copy of your lease or evidence of your ownership of the freehold e.g., title deeds

**Please ensure your quote is dated, provide the suppliers/contractor's full name, postcode, company number and a breakdown of the costs**

**When was this quotation collected?**

**Who provided this quote?**

Volunteer/pro bono cost estimator

Local contractor quote

Online cost estimating tool/quote

Professional cost estimator

**Quotation 2**

**Quotation 3**

Please provide any links to the websites of the suppliers you propose to use for this work

**OPTIONAL 1: Upload any other specific information that will help support your application**

**OPTIONAL 2: Upload any other specific information that will help support your application**