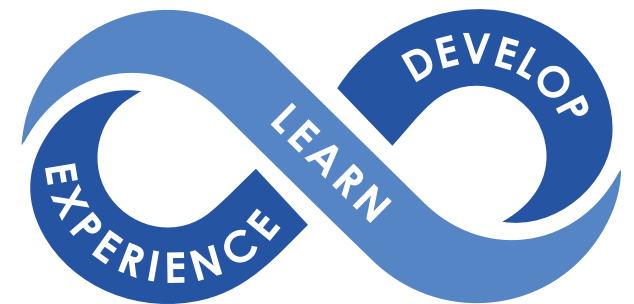


# Adventures Away from Home

Website application form -  
questions & guidance notes

Adventures  
Away from Home



UK YOUTH

This document is designed to help you complete your application and we advise you review this document before starting your application.

You must meet **ALL** the eligibility criteria to apply. Please also read our FAQs, which has more detailed information about the fund and its delivery and evaluation requirements.

## Help and Support

If the answer to your question is not listed in this guidance document or the FAQs, the quickest way for you to receive a response is to email us at [outdoorlearning@ukyouth.org](mailto:outdoorlearning@ukyouth.org).

UK Youth are committed to making all our grant funding accessible, so if you need any support, please email [outdoorlearning@ukyouth.org](mailto:outdoorlearning@ukyouth.org) stating 'Accessibility' in the subject box.

## Starting your application

If you have an **existing UK Youth portal account** as you have previously applied for UK Youth funding, including a previous phase of Adventures Away from Home, you do not need to register again. You can jump straight to **Section 2** of this guidance document – 'Application Form Questions' and apply via the 'Grants and programmes' section on our portal.

If you are a **first time applicant** and do not have a UK Youth account, you will need to create an account on our online portal using the guidance in **Section 1**.



[outdoorlearning@ukyouth.org](mailto:outdoorlearning@ukyouth.org)

This inbox is monitored Monday - Friday 9am - 5pm.

During working hours, we aim to respond within 24 hours.

[Access our portal here](#)



## Section 1 - Creating an account and linking your Organisation

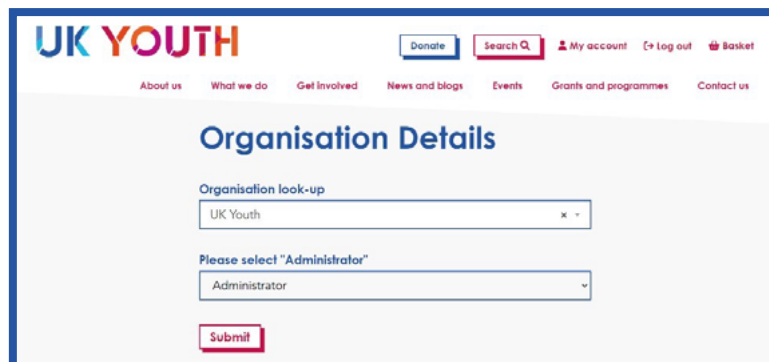
Please use this [link](#) and select 'Sign up now'.

Input your details into each box and the **click send verification code**. You will then need to check your email for a verification code, which you will need to enter.

Click **Create**. On the next page, complete the personal details, contact details and demographic data, and click save. Your registration is now complete.

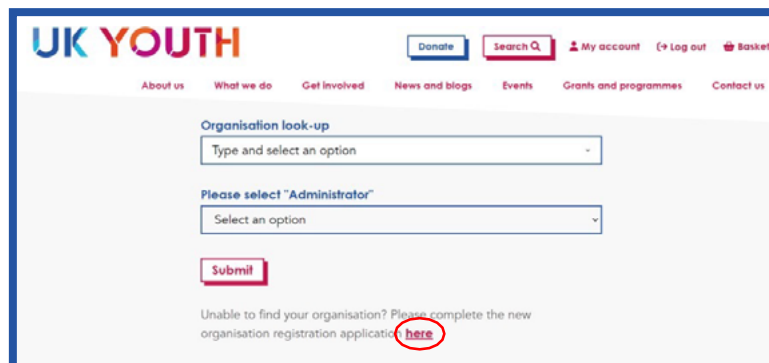
The next part of your application process is to register your organisation on the UK Youth Portal. Go to 'My account' and click Youth organisation look-up under 'Link to a youth organisation'.

Search for your organisation by typing in the start of the organisation name. Please note, the name on our records may be slightly different so please scroll through to double check. If your organisation appears, please select it and press 'Submit'.



The screenshot shows the 'Organisation Details' page on the UK Youth portal. At the top, there is a navigation bar with 'UK YOUTH' logo, 'Donate', 'Search Q', 'My account', 'Log out', and 'Basket'. Below the navigation bar, there are links for 'About us', 'What we do', 'Get involved', 'News and blogs', 'Events', 'Grants and programmes', and 'Contact us'. The main content area is titled 'Organisation Details'. It contains two dropdown menus: 'Organisation look-up' with 'UK Youth' selected, and 'Please select Administrator' with 'Administrator' selected. A 'Submit' button is located at the bottom of the form.

If your organisation is not listed, you will need to select the link 'Please complete the new organisation registration application here'.



The screenshot shows the 'Organisation Details' page on the UK Youth portal. At the top, there is a navigation bar with 'UK YOUTH' logo, 'Donate', 'Search Q', 'My account', 'Log out', and 'Basket'. Below the navigation bar, there are links for 'About us', 'What we do', 'Get involved', 'News and blogs', 'Events', 'Grants and programmes', and 'Contact us'. The main content area is titled 'Organisation Details'. It contains two dropdown menus: 'Organisation look-up' with 'Type and select an option' selected, and 'Please select Administrator' with 'Select an option' selected. A 'Submit' button is located at the bottom of the form. At the bottom of the page, there is a link 'here' circled in red, which is part of the text 'Unable to find your organisation? Please complete the new organisation registration application here'.



**Please Note:** Be sure to click **Verify code** and check your junk/spam folders as emails may be in there.



**Note:** Please select **'Administrator'** when selecting your **'Relationship'** (no matter your job title).

Please complete the information fields as accurately as possible and click 'Submit' when you are ready. The most important questions we need you to complete are:

- Address
- Region (Please select all the regions where your organisation engages young people. You can select multiple options)
- Number of staff
- Number of volunteers
- How many young people do you support each year?
- What age groups does your organisation work with? (You can select multiple options)
- How often do you work with the following young people?

Once you have submitted, you will see a Thank you message. You are now registered on the portal and can begin your grant application. Go to 'Grants and programmes' to begin your application.

## Section 2 - Application Form Questions

You have now made it through to the application form which we have tried to make as simple as possible.

There are a small number of free text questions that have a 2000 character limit, so we recommend recording your answers to these questions on a separate document so you can track your character use and save a record of your submission.

## Application questions

**For organisations already registered you can jump straight here!**

## Step 1 – Eligibility Requirements

This page details the eligibility requirements for this fund. These are **ALL essential requirements** so please do review these carefully, so you do not spending time completing an application if you are not eligible to apply

You will be asked to confirm the following:

As part of the application, you will be asked to confirm the following eligibility requirements:

- **You** have authority to make this application for funding on behalf of your organisation.
  - **Applicant organisation** is based in England
  - **Applicant organisation** must be a charitable or not for profit organisation and can provide verification information if asked to do so.
  - **Applicant organisation** must have been in operation for at least 2 years and be able to demonstrate previous delivery experience, benefiting young people.
  - **Applicant organisation** can demonstrate safe working practices and provide a safe space for young people to engage in outdoor learning. This can be demonstrated through either route 1 or 2.
- 01** An external quality assurance certification for example CLOtC (Route 1 & 2), AALA or AHOEC Gold standard.
- 02** Based on the [DfE Safeguarding Guidance](#) for providers of activities, after-school clubs, tuition and other out-of-school settings be able to provide:
- an effective safeguarding and child protection policy and a named designated safeguarding lead, including escalation and referral processes.
  - relevant and up to date documents that includes:
    - ▶ a health and safety policy,



**All applicant organisations must be willing to participate in verification audits.**

- ▶ fire policy including an evacuation plan,
  - ▶ completed staff and volunteer employment checks i.e. DBS and RTW.
  - ▶ complaints policy
  - ▶ have a staff behaviour policy
- **Applicant organisation** holds public liability and indemnity insurance of no less than £5M. Successful applicants must submit valid insurance certificates as part of the verification process.
- **Applicant organisation** must comply with the Equality Act 2010, the General Data Protection Regulation 2018 and Data Protection Act 2018, Public Services (Social Value) Act 2012 and all other relevant statutory or regulatory requirements.

## Step 2 - Contact Details

This is the basic information we need to identify your organisation and contact you with the outcome of your application, so please ensure details are entered correctly.

- 01 Organisation (drop down)**
- 02 Who is the main point of contact for this application**
- 03 Email address of main point of contact**
- 04 The preferred telephone number for the main point of contact**
- 05 Charity Commission Registration number**

If you click 'yes' a box will appear for you to enter your Charity Commission Registration number.

### **06 Companies House Registration number**

If you click 'yes' a box will appear for you to enter your Companies House Registration number



**If you have any questions regarding your organisation's eligibility, please contact us before spending time on your application.**

01



You can only apply on behalf of an organisation that has been registered on the UK Youth portal and that you have been registered as an Administrator for. If your organisation does not appear in the drop down, you will need to link your account to your organisation or register your organisation on the portal. Please see the instructions on how to do this above.

### Step 3 - About Your Organisation and Young People

**Briefly explain your organisations vision/aims and describe the facilities and activities available at the location(s) where delivery will take place. (2000 characters max)**

We are keen to understand the holistic nature of your organisation as well as understand a little more about the location and types of activities you are likely to deliver as part of this funding.

*Assessment criteria: Details are clear and concise and cover all key aspects requested, including the provision, facilities, and delivery locations.*

The answer should demonstrate a clear passion for working with young people and a clear USP. This could be location, the facilities available or the approach and ethos of the organisation.

**AAfH funding is designated for underrepresented young people and those encountering significant barriers to participation in England.**

**Please identify the specific groups of young people you will target and outline any strategies you will use to effectively reach them. (2000 characters max)**

Eligible young people include but not limited to those with: Disabilities, English as an additional language, living in communities with high poverty rates, Special Education Needs, young carers, young people in care or who are care experienced, girls and young women, LGBTQ+, minoritised ethnic backgrounds, experience of the secure estate, poor academic attainment and displaced young people.

*Assessment criteria: The answer should provide details of the specific groups and numbers of underrepresented young people the organisation will reach. It could include previous examples, or outline the local rationale for need, but should reflect diversity or inclusivity and demonstrate a commitment to working with underrepresented young people.*

**Hints and tips:** Don't forget to mention the obvious when answering this question so we can have a clear idea about the work your organisation does.

**Hints and tips:** Include details of how you will ensure you reach young people who have not previously engaged in outdoor learning and or would otherwise be unable to access opportunities such as this.

**Please note that UK Youth are happy to connect application organisations with youth organisations in your local catchment area at any stage of the process.**

Looking specifically at delivery numbers which is based on.

**Day visit funding @ £58pp and 2-night Residential funding @ £218 pp**

**How many residential places would you like to apply for funding for?**

**How many day places would you like to apply for funding for?**

These questions simply require a numerical answer for the number of young people you plan to reach.

**Please outline how you calculated these numbers and when you anticipate delivery starting and ending? Please also include what mitigation you will put in place to ensure that you reach the final agreed numbers.**

Assessment criteria: There is a clear link between the amount requested, the projected delivery window and the details previous provided.

**Please provide an overview of your AAFH programme, including how your delivery model supports the Experience, Learn Develop approach and will develop young people's socio-emotional skills?**

Assessment criteria: The response should be clear and concise and avoid unnecessary jargon. It should be easy to understand what is fixed and therefore will be consistent for each group, what can be influenced by the groups aims and objectives and how it links to the overall AAFH Outcomes. Where possible include how you will mitigate for any risks and describe the involvement of stakeholders in the design and delivery of the programme including any collaboration with external partners or beneficiaries and demonstrate any innovative or creative aspects that set it apart.

**Hints and tips:** There are no minimum or maximum amounts you can ask for, but very large grants will be limited as we are aiming to get good geographical spread.

This is designed to give us an indication of when you plan to deliver the programme, although you can simply put the whole delivery window the more detail you can provide the better.

**Hints and tips:** Your delivery plan should outline both what participants will experience and how this supports their personal development. Where possible it should include details of how you have consulted and will continue to engage young people in the delivery of your programme. This is your opportunity to sell your plans and demonstrate how they provide good value for money, you can also include previous examples.

**Please note – ALL delivery must be complete by 31 March 2025**



## The Discretionary Fund

There is an opportunity to apply for supplementary funding to cover a proportion of additional essential costs, such as the cost of additional trusted adults attending to provide 1:1 support.

This can be applied for now if you have the details, or once you have finalised your delivery plan and understand who will be attending, subject to availability. Please detail below your requirements and the amount requested.

**Would you like to apply for the discretionary fund and if so, how much are you applying for and how will you use it?**

Assessment criteria: The response should be clear and concise and provide a compelling case for support. Where possible include exact costs and ensure it is clear why this funding is required and how it will add value to the experience.

## Step 4: Review Application

This is the final step before submitting your application. Before submitting, please use the 'Previous' and 'Next' buttons within the form to go back and check your answers.

Once you have reviewed your responses, please press the submit button.

## Landing page upon submission and automated email

When you have successfully submitted your application, you will see a confirmation message and receive an automated confirmation email.

**Hints and tips:** The discretionary fund is limited and it should be clear if your whole application is dependent on the discretionary fund.



**You may be required to evidence your discretionary fund expenditure as part of our overall AAfH quality assurance programme.**

**If you have any questions, please contact us at [outdoorlearning@ukyouth.org](mailto:outdoorlearning@ukyouth.org)**

# UK YOUTH

## **UK Youth London Office**

Fivefields, 8-10 Grosvenor Gardens, London, SW1W 0DH

## **Avon Tyrrell Outdoor Centre**

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672 347

Charity number: 1110590

[www.ukyouth.org](http://www.ukyouth.org)

Find us on:

