



The Young Westminster Foundation Brighter Futures Fund 2025 Application Form

Please complete all sections of this form (questions 1-48) and upload your supporting documents where indicated. Please submit by **10am on Monday 3rd November 2025**.

Before completing this application form, please read the guidance carefully, ensuring that you meet all eligibility criteria.

There is no word count for your answers. We encourage you to keep your answers concise. Most questions only need a short answer, although in some cases we do want more information. Where you do write more we suggest that you try to keep your answer to around 300 words or less.

Please note: this form does not let you save and come back to your draft responses. Therefore, you will need to complete and submit your form in one go. We suggest that you prepare your answers beforehand and upload them to the form when you are ready. You can click back and forth through the form pages to view and check the questions you need to answer or you can view the questions in the form here.

If you have any issues with completing this form, please e-mail hazel@youngwestminster.com.

Guidance of Using AI Tools

You can use AI tools to help write your funding application. We will not reject an application just because AI was used. AI tools can be particularly helpful if English is not your first language or if you are new to writing funding applications potentially speeding up the drafting process.

However, AI should be used with caution:

- o While it can provide a useful starting point, the content it generates is not always as strong as it may seem.
- o AI supported applications do not tell the unique story of your community and how you want to support them. Applications that are too generic may be at a disadvantage.
- o Funded organisations are responsible for checking the accuracy of information they share in their application.

Section 1: Contact Details and Grant Request

1. Name of Organisation

2. Organisation Address

3. Main Contact - Name

4. Main Contact - Email

5. Main Contact - Telephone

6. Charity/Company Status eg: CIO, CIC, CLG

7. Total Cost of Programme/Project/Activity

8. Total Amount Requested from Brighter Futures Fund



The Young Westminster Foundation Brighter Futures Fund 2025 Application Form

Section 2: About Your Project

9. Title of the Programme/Project/Activity

10. Which of these themes best fit your project activity? (Please tick one from the options in drop down list below)

- ☐ Education
- ☐ Employability/Personal Development
- ☐ Healthy Relationships
- ☐ Play
- ☐ Sports
- ☐ Youth Club
- ☐ Youth Voice
- ☐ Creative Arts
- ☐ Community/Families
- ☐ Other (please specify)

11. How many children/ young people are you planning to work with?

12. What is the age range of children/young people?

☐ 0-5

☐ 6-12

☐ 13-19

☐ 20-25

☐ 25+

☐ Other (please specify)

13. Does this project target a particular group?

☐ Special Educational Needs and Disabilities (SEND)

☐ Asylum seekers/Refugees

☐ Young carers

☐ Early years

☐ Parents/families

☐ Not In Education or Employment (NEET)

☐ Other (please specify)

14. Region in Westminster

☐ North West

☐ North East

☐ South

15. Venue (Name and postcode of where the work will take place)

16. When will the work be delivered?

Estimated Start
Date

Estimated End
Date

Duration

Likely hours of
project per week

17. Term Time only

☐ Yes

☐ No



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Section 3: Project Aims

18. What are you planning to do? Please describe the programme/project/activity.

19. Why is this programme/project/activity a priority for your organisation? How do you know this work is needed?

20. Do you have an existing cohort of young people that you are already working with? If not, how do you plan to recruit Westminster children/young people to attend this project?



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Section 4: Youth Voice

21. Members of YWF are committed to embedding Youth Voice in their work with children, young people and families. By "Youth Voice" we mean providing support (i.e. the space, skills, platforms and time) for young people to express their views and ideas, and action being taken based on what they say.

We would like to understand how your organisation defines youth voice and which of the below support you provide to enable this:

- ☐ Youth groups with responsibility (Steering Groups, Youth Governance Boards, Panels)
- ☐ Individual roles within organisation (Young Trustees, Evaluators)
- ☐ Surveys and questionnaires
- ☐ Open feedback methods (comment boxes, suggestion schemes)
- ☐ Informal conversations and dialogue
- ☐ Structured discussions (interviews, focus groups, feedback sessions)
- ☐ Q&A sessions with decision-makers
- ☐ Service testing and assessment activities (mystery shopping/ monitoring)
- ☐ Youth broadcasting platforms (podcasts, social media)
- ☐ Creative arts activities (arts-based feedback, storytelling)
- ☐ Training and capacity building (advocacy, communication skills)
- ☐ Youth-led research and evaluation
- ☐ Joint planning and decision-making with young people
- ☐ Co-production / co-design of provisions (e.g. workshops / projects / environment)
- ☐ Young people involved in recruitment
- ☐ Other (please specify)

22. How do you know that your project is wanted by children/ young people?

23. How will children/ young people be involved in shaping this project? (e.g.: consulted, youth led, co-created etc)





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Section 5: Outcomes & Evaluation - what will you achieve and how will you measure it?

24. What are the intended outcomes of the project?

25. How are you planning to track these outcomes?

26. Do you collect data about young people accessing your service (e.g. gender, age, ethnicity, postcode)

☐ Yes

☐ No

27. Do you use a CRM system to record data?

☐ Yes

☐ No

☐ Name of CRM if used

28. Do you plan to collect feedback from young people directly?

☐ Yes

☐ No

29. Do you have a theory of change on the project?

☐ Yes

☐ No

30. If yes, please attach here

If your file is too large to upload please email it to hazel@youngwestminster.com

Choose File

Choose File

No file chosen



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Section 6: Partnership: Please only fill in this section of the application form if you are applying as a formal partnership. Please provide details of the role each organisation has in delivering the project. If you are not applying as a partnership then please skip the partnership section and move on to section 7.

31. Will you be working in a formal partnership with another organisation to deliver the project?

☐ Yes

☐ No

32. List of partner organisation's name(s) and address(es)

33. What do the partner organisations do and where?

34. Who will lead the partnership?

35. How will delivery be split between partners?

36. How will the money be allocated between partners?

37. Any other partnership information



The Young Westminster Foundation Brighter Futures Fund 2025 Application Form

Section 7: Early Help

38. The council's Early Help Strategy is committed to multi-agency collaboration and for local organisations to work together effectively.

In light of this, please demonstrate if and how your organisation works or plans to work with your local Youth Hubs and / or Family Hubs?



The Young Westminster Foundation Brighter Futures Fund 2025 Application Form

Section 8: Quality Assurance:

39. These questions help us understand the quality and safety of your service. Please let us know if you require support from YWF in meeting these.

1) Do you have a safeguarding policy that has been reviewed and signed in the last year?

2) Is your safeguarding policy available on your website?

3) Do you have a designated safeguarding lead, and deputy safeguarding lead, who have been appropriately trained?

4) Do staff have a relevant and up to date DBS check? (enhanced DBS renewed every 3 years/ or signed up DBS update service)

5) Do you have appropriate risk assessments for your activities?

6) Do staff who operate on site have paediatric first aid training?

7) Do you have a critical incident procedure that all staff are aware of?



The Young Westminster Foundation Brighter Futures Fund 2025 Application Form

Section 8: About your organisational finances: Please input the data from your last annual accounts.

40. Your organisational finances

Year Ending (dd/mm/yy)	<input type="text"/>
Income	<input type="text"/>
Expenditure	<input type="text"/>
Free reserves	<input type="text"/>
Surplus (if applicable)	<input type="text"/>
Deficit (if applicable)	<input type="text"/>



The Young Westminster Foundation Brighter Futures Fund 2025 Application Form

Section 9: Supporting Documentation - In support of your application please upload the following documents (where applicable)

41. Programme/Project budget

Please include breakdown of all income and expenditure associated with the work/project/programme. It must also make clear what you will be spending grant money on.

Choose File

Choose File

No file chosen

42. Organisational budget

Choose File

Choose File

No file chosen

43. A copy of your latest signed annual accounts

If your file is too large to upload please email it to hazel@youngwestminster.com

Choose File

Choose File

No file chosen

44. If you have not applied for Brighter Futures Funding in previous years please upload a copy of a bank statement (no more than 3 months old)

If your file is too large to upload please email it to hazel@youngwestminster.com

Choose File

Choose File

No file chosen

45. If you have not applied for Brighter Futures Funding in previous years please upload a copy of your Governing Document

If your file is too large to upload please email it to hazel@youngwestminster.com

Choose File

Choose File

No file chosen

46. A copy of your Safeguarding Policy

If your file is too large to upload please email it to hazel@youngwestminster.com

Choose File

Choose File

No file chosen

47. Evidence of support (e.g. letter or e-mail) for working with schools, Westminster Youth Hubs or another organisation (where applicable).

If your file is too large to upload please email it to hazel@youngwestminster.com

Choose File

Choose File

No file chosen



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Section 10: Declaration

48. I confirm, to the best of my knowledge and belief, all the information in this application is true and correct. I understand that you may ask for additional information at any stage of the application process.

I confirm that I am responsible for my project and will comply with relevant legislation to ensure safe practices and policies are adhered to for both staff and participants of my project.

Name

Position

Date

How to receive a copy of your application form responses:

IMPORTANT: If you want a copy of your answers please make sure to click in the box below and provide your email address when prompted. You will be able to view your responses in your email. Please note these expire after 90 days. If you want to **save a copy of your answers** please open the email, click 'view answers', right click, then click 'print', then choose 'print to pdf'. If you have any problems at all YWF can provide a copy.