

# Better Youth Spaces Fund

## Application Form Guidance

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## Before starting your application

Please ensure you have read the fund [webpage](#), guidance, Better Youth Spaces (BYS) eligible & ineligible expenditure document on the home page and have checked our FAQs to ensure your organisation is eligible for our fund.

You need to be able to **answer yes to all 12 points** on the 1<sup>st</sup> page of the application form under the eligibility checker. If in doubt, check the eligibility notes towards the bottom of the 1<sup>st</sup> page of the application form. If you still have any questions, please email [bys@sibgroup.org.uk](mailto:bys@sibgroup.org.uk).

Due to the very tight timelines to deliver this fund, this is a single stage grant application, and we need to ask for all information upfront with the application form (including where we are asking you to upload something – e.g. lease/freehold/quote information etc.) – therefore **the form will take some time to complete.**

**Before you start the online form, we strongly recommend you carefully read the detailed fund and application form guidance documents, collect together all the required documents, and only then start the online application form. (Please note: each file/ zip folder uploaded to the form must not exceed 25MB and for details on how to upload a zip file, please see page 27).**

This will make completing the form a lot quicker and easier. If you have done this and have all required information to hand and ready to upload, the form will take at least one hour to complete.

If you don't include all of the requested information with your application, you include ineligible items of spend or what you are applying for doesn't appear feasible within the fund timelines, we might not have the time to come back you to ask questions or request further information, and your application (or part of it) might be rejected so please spend time looking at all of this before you start and submit the online form.

You must submit **one application per site** i.e. per building being refurbished, or the building where any equipment/ vehicles will primarily be stored. If any refurbishment/ equipment/ vehicles will take place/ primarily be stored at one site, you must submit one application. If any refurbishment/ equipment/ vehicles will take place/ primarily be stored at different sites, you must submit one application per site.

A single application form can include building refurbishment, equipment and vehicle costs provided they are all at the same site. The total request per site must not exceed £100k and any refurbishment elements must not exceed £50k. Each application will need to ensure it meets the eligibility criteria on the website and will be considered on a case-by-case basis.

## The application form

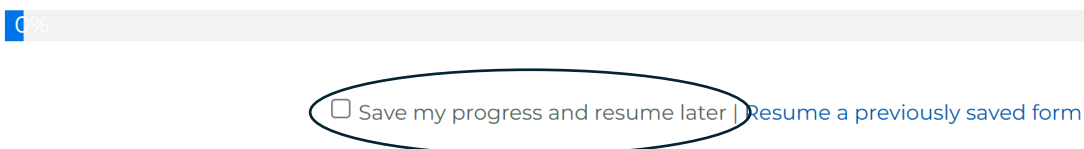
A link to the application form will be on the Better Youth Spaces website when the fund is open to applications.

## Saving your application form at any time

You can save your application at any time by ticking the "*Save my progress and resume later*" checkbox at the top/bottom of the form.

### Better Youth Spaces Fund

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0%

☐ Save my progress and resume later | [Resume a previously saved form](#)

You'll then need to enter your email address and create a password (minimum of 12 characters to include 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character – this is a symbol that is not a letter or a number), then click 'save'. **Please write the email address and password down to ensure you can log back in later.**

☒ Save my progress and resume later | [Resume a previously saved form](#)

#### Resume Later

In order to be able to resume this form later, please enter your email and choose a password.

Your Email:

A Password:

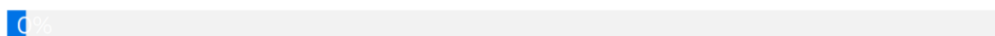
Confirm  
Password:

**Password must contain the following:**

To go back to a form you have previously saved, please click the "*Resume a previously saved form*" link at the top/bottom of the page.

## Better Youth Spaces Fund

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☐ Save my progress and resume later | [Resume a previously saved form](#)

Then enter your email address and password, before clicking and resuming this form. **Please make sure to log back in with the same email address (and password) you used to save the application with.**



## Better Youth Spaces Fund

### Identity check

Please enter your email and password to resume this form.

Your Email:

Your Password:

[Resume this form](#)

| [Forgot your password?](#)

| [Need assistance with this form?](#)

If you have forgotten your password, click on the 'Forgot your password?' option and you will be asked to confirm your email address, click continue and you'll be emailed where you can follow the instructions to change your password.

## Page 1 of the application form – Information About You

### Key contact details

Include the first name and last name of the primary contact for this application, along with your telephone number (no spaces between numbers) and email address.

Please also state the job title of the primary contact under the field '*Your position*'.

### Marketing preferences

If you would like to receive updates from SIB about future funds and support, please tick the yes box, otherwise tick no.

If you would like a member of the SIB Team to give you a call about other SIB funding opportunities, please tick the yes box, otherwise tick no.

## Research opportunity

The Department for Culture, Media and Sport (DCMS) is committed to evaluating the Better Youth Services programme. As part of this, if you tick the yes box, an independent evaluation partner may contact you to take part in research if your organisation did not receive funding due to ineligibility or an unsuccessful application. Participation in this research will be compensated financially.

## Eligibility checker

You need be able to answer yes to all 12 points on this 1<sup>st</sup> page. If you are in doubt, first check the eligibility notes towards the bottom of the 1<sup>st</sup> page of the application form, refer to our [webpage](#), read the Fund Guidelines or check our Frequently Asked Questions. If you still have a question, please email [bys@sibgroup.org.uk](mailto:bys@sibgroup.org.uk).

## Is your project located in one of the eligible postcodes?

Please use the [Postcode Eligibility Checker](#) on our website to make sure that the site you require funding for is in an eligible area.

You should use the postcode of the building/ land being refurbished or where the equipment/ vehicle being purchased will primarily be stored. This postcode must be in one of the priority areas to be eligible. Equipment/ vehicles cannot primarily be stored at someone's home. Remember you must submit [one application per site](#).

## Is your organisation an eligible voluntary, community or social enterprise organisation?

You must be a charity registered with the Charity Commission; a not-for-profit company registered with Companies House (which includes Community Interest Company, Company Limited by Guarantee) - must have an asset, mission lock and where dividends are issued, a dividend lock; a local authority (where you provide youth services); uniformed organisation; or a Community Benefit Society.

**Is at least 50% of your organisations provision for children and young people aged up to 18; and is a significant proportion of it open access youth provision for children and young people aged 11 to 18 years (or up to 25 years if the young people have special educational needs or disabilities, are leaving care, or considered ‘at risk’ or vulnerable)?**

See the FAQs section of our website for our definition of '[Open Access Youth Provision](#)' and 'Youth Facility'. This should be based on your regular beneficiaries of the site (refurbishment projects) or the service (equipment/ vehicle projects) you are applying for.

**Has your organisation been actively operating for at least two years?**

By active we mean you have been generating income and providing services and support to your customers/users.

**Does your organisation have at least one set of annual financial accounts?**

You must have at least one set of recent financial accounts and for Community Benefit Societies and Uniformed organisations who are not charities you will be required to upload your latest financial information during the application process.

**Does your organisation have a bank account in the name of the applicant organisation?**

This would be the bank account you would have your grant award paid into, if you were successful with your application.

**Does your organisation have at least two unrelated people on its governing body?**

**Does your organisation comply with SIB's Safeguarding Policy?**

A link to our Safeguarding Policy can be found [here](#).

### **Are you applying for “eligible” capital funding?**

See the Fund Guidelines for a list of eligible and ineligible refurbishment, equipment and vehicle expenditure.

### **Will your funding request meet the fund objectives?**

The 4 fund objectives, which you need to meet at least one of are:

1. Improving the reach of activities provided.
2. Improving the safety of existing youth facilities.
3. Improve the youth sector’s capacity and quality to deliver a range of enrichment activities.
4. Improving the financial sustainability of youth facilities.

### **Can your organisation “cash flow” all or part of your project and deliver the project, spend the grant and provide eligible evidence of spend within a 1 - 4 month window?**

As all grants are paid in arrears if you are successful you will need to be able to "cashflow" your grant award (i.e. spend the money upfront before claiming back the value of the grant in arrears) either in one go or in tranches of 2-3 payments. All evidence of spend for grant awards must be sent to no later than Friday, 30<sup>th</sup> January 2026.

### **I confirm this application contains no "like for like" replacement within refurbishment projects and/ or of equipment/ vehicles (see the Fund Guidelines on no like for like)**

What you are applying for must not be classed as 'like-for-like' replacement within your refurbishment project and/or request for equipment or vehicles.

Where replacement equipment, vehicles and small project refurbishments will **not** be deemed as being like-for-like is when:

A) it is not identical **and**

B) It meets one of the fund objectives i.e. it either improves the reach of activities provided or it improves the safety of existing youth facilities, or it improves the youth sector's capacity and quality to deliver a range of enrichment activities, or it improves the financial sustainability of youth facilities.

If the replacement equipment, vehicles or small refurbishment projects are identical or deliver **no improvements** in these areas versus what it is replacing, then it would be deemed to be “like for like” replacement and therefore ineligible for this fund.

## Page 2 of the application form – Organisational Details

### What is your organisation's legal name

This should match what is on the Charity Commission, Companies House, Mutuals Register and/or any documentation related to your organisation (like accounts).

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

Yes/No – If you answer yes, you'll be asked to outline the name it trades under.

### Company Number

Please include your Companies House or other company registration number. If you don't have a company number, please insert eight zeros 00000000. If you have a company number that is shorter than the required 8 characters, please add 0's at the start to meet the required character count. For example: If your registration number as a mutual is 1234q, you would enter 0001234q here).

### Charity Number

If you are a registered charity, please enter your number here. If you aren't a charity leave this field blank.

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

This is usually the date of registration or date of incorporation. If you were originally unincorporated and incorporated later, please put the date in which you were incorporated here. Click into the date box and to change the year click the << or >> and to change the month click the < or > options.

### **Organisation Number & Street/Building, Town/City, County, Region, Postcode,**

This should match the address on Companies House, Charity Commission, Mutuals Register or your accounts. We require the address of the organisation making the application. If the site you require funding for is different from the organisation address you've entered on page 1, you will be prompted to provide those details later on in the application form on page 4.

### **Organisation Phone Number, Organisation Email address**

When entering the telephone number, ensure there are no spaces between the numbers

### **Organisation website**

If your organisation has a website, or Facebook page for example, please include it here, otherwise leave the field blank.

### **What is the organisation's scale of delivery?**

Please tell us whether your support and services are:

- **Local** indicates that you only deliver services in and around the place where your organisation is based.
- **Regional** indicates that you deliver services in multiple places across the region where your organisation is based.

- **Multi-regional** indicates that you deliver services in more than one of the English regions.
- **National** indicates that you deliver services across England and/or the UK.
- **International** indicates that as well as delivering services within England and the UK, you also deliver services in other countries.

## What is the primary outcome area that the organisation operates in?

Please select 1 option from the drop-down menu that best describes your organisation.

Choose from the option that best matches your organisation:

*Income & Financial Inclusion; Citizenship and Community; Physical Health; Housing and Local Facilities; Conservation of the Natural Environment; Mental Health and Wellbeing; Family, Friends and Relationships; Arts, Heritage, Sports and Faith; Employment; Training and Education.*

## Who are the primary beneficiaries of the organisation's services?

Please select 1 option from the drop-down menu that is the closest match to your organisation (we appreciate that several of these options might be applicable):

*People experiencing long term unemployment; People who are homeless; People with addiction issues; People with long-term health conditions; People with learning disabilities; People with physical disabilities or sensory impairment; People with mental health needs; Vulnerable parents; Vulnerable children; Vulnerable young people; Vulnerable older people including people with dementia; Ex-offenders; People who have experienced crime or abuse; People living in poverty and/or financially excluded.*

## **Who are the secondary beneficiaries of the organisation's services?**

Please select 1 option from the drop-down menu that is the closest match to your organisation. You can choose the same answer as the previous question about primary beneficiaries if you feel this best represents your main beneficiaries.

*People experiencing long term unemployment; People who are homeless; People with addiction issues; People with long-term health conditions; People with learning disabilities; People with physical disabilities or sensory impairment; People with mental health needs; Vulnerable parents; Vulnerable children; Vulnerable young people; Vulnerable older people including people with dementia; Ex-offenders; People who have experienced crime or abuse; People living in poverty and/or financially excluded*

## **What is your organisation's legal status?**

Please select the legal status that matches your organisation.

Charitable Incorporated Organisation (CIO); Company Limited by Guarantee; Community Benefit Society; Company Interest Company (CIC) Limited by Guarantee; Company Interest Company (CIC) Limited by Shares; Local Authority; Unincorporated organisation; Other\*.

\*For uniformed organisations please select Other.

## **If you select 'other' please outline more details about the 'other' type of legal status.**

Please mention you are a uniformed organisation here if applicable.

## **Is your organisation a uniformed organisation?**

If you are, please select which type of uniformed organisation you are:



*Air Cadets; Army Cadets; Boys' Brigade; Fire Cadets, Girlguiding; Girls' Brigade; Jewish Lads' and Girls' Brigade; Royal Navy Cadet Forces; Scouts; Sea Cadets: St John Ambulance Cadets; Volunteer Police Cadets.*

If you aren't a uniformed organisation select 'We are not a Uniformed Organisation'.

## **Your governing document**

**Only for Community Benefit Societies or Uniformed Organisations, not registered with the Charity Commission, otherwise please skip this question.**

Please upload a copy of your governing document (in a PDF format). This document must show your organisation's name (and match that of the organisation applying to the fund) and must clearly outline your governing process.

**When uploading your governing document please ensure the PDF file you upload is titled 'Our governing document'.**

## **Briefly tell us about the organisation, its social aims/objectives, its target beneficiaries and its current trading activities**

In roughly 120-150 words, please answer this question.

## **How many full time employees does the organisation have?**

For full time employees we mean anyone working 35 hours or more a week at the organisation that is making the application. Please answer this question to the best of your ability.

## **How many part time employees does the organisation have?**

For part time employees we mean anyone working under 35 hours a week at the organisation that is making the application. Please answer this question to the best of your ability.

## **How many volunteers does the organisation have?**

You should also include within these figures for Trustees/Directors who don't take a wage at the organisation that is making the application. Please answer this question to the best of your ability.

## **What was the organisation's annual income as per its last set of approved financial accounts?**

*(This question will not show for local authorities)*

Please give the income figure from your last set accounts. Please just enter the figure as a number with **no** £ or commas.

## **What were the organisation's unrestricted reserves as per its last set of approved financial accounts?**

*(This question will not show for local authorities)*

This is your cash reserves. Sometimes this is also known as free reserves, member funds or general funds, depending on your balance sheets/accounts style. Again, please give the figure from your last set accounts, and please just enter the figure as a number with **no** £ or commas.

## **What financial year do the above figures relate to?**

*(This question will not show for local authorities)*

Please provide the start and end dates of the financial year the income and unrestricted reserves figures relate to in a DD/MM/YEAR format.

## **Please upload your most recent set of Annual Financial Accounts**

**Only for Community Benefit Societies or Uniformed Organisations, not registered with the Charity Commission, otherwise please skip this question.**

Please upload a copy of your most recently published financial accounts (in a PDF format).

When uploading your accounts please ensure the PDF file you upload is titled 'Our latest financial accounts'.

### **What is the organisation's reserves policy?**

*(This question will not show for local authorities)*

Please select the most appropriate option for your organisation:

*Less than 1 month; 1-4 months; Over 4 months; Over 6 months; None*

### **How many income streams does the organisation have?**

*(This question will not show for local authorities)*

Please select the correct option for your organisation. For example, if you had grants income, legacy income and contract income, this would be 3 income streams.

*Options: 1 income stream; 2 income streams; 3+ income streams*

### **Where does the organisation's primary income come from?**

*(This question will not show for local authorities)*

Please select the most appropriate option:

- *Business 2 Business (B2B) - selling products or services to other companies.*
- *Business 2 Customer (B2C) - selling directly to the public.*
- *Business 2 Government - Contracts – funded mainly through public sector work.*
- *Business 2 Government – Grants – funded mainly through government/public sector grants.*
- *Grants (non-governmental) - funded mainly through charitable trusts and foundation grants.*
- *Donations - funded mainly through donations.*

### **Where does the organisation's secondary income come from?**

*(This question will not show for local authorities)*

Please select the most appropriate option. If you only have 1 income source, repeat the same answer for the previous question:

*Business 2 Business (B2B); Business 2 Consumer (B2C); Business 2 Government – Contracts; Business 2 Government – Grants; Grants (Non-governmental); Donations.*

### **What percentage of the organisation's income does (or will) it earn from trading?**

*(This question will not show for local authorities)*

What we mean by trading income is income from the selling of goods and services i.e. income from sales, fees, contracts, and service level agreements. It does not include pure grant awards, gifts, or donations (and gift aid), unless this income is in direct return for a good or service.

Please select the most appropriate option for your organisation:

*Options: 50% or more; More than 25% but less than 50%; Less than 25%; Our income comes from donations, grants and gifts; we don't trade.*

### **What percentage of the organisation's income does it receive from grants, donations and gifts?**

*(This question will not show for local authorities)*

Please select the most appropriate option for your organisation:

*50% or more; More than 25% but less than 50%; Less than 25%.*

## **How diverse is your organisation's board and senior management team?**

We encourage you to complete these questions as this ensures we can closely monitor the diversity of organisations receiving funding, but they are voluntary. If you would prefer not to answer these questions, please select '*Prefer not to say*'. If you don't collect this information, please select '*We do not have this information*'.

### **Women – Led**

*Options: 0%; 1-25%; 26-50%; 51-75%; 76%-100%; Prefer not to say; We don't have this information.*

### **LGBTQ+ - Led**

*Options: 0%; 1-25%; 26-50%; 51-75%; 76%-100%; Prefer not to say; We don't have this information.*

### **Disability (Physical or Mental) – Led**

*Options: 0%; 1-25%; 26-50%; 51-75%; 76%-100%; Prefer not to say; We don't have this information.*

### **Black, Asian and minoritised ethnic communities - Led**

*Options: 0%; 1-25%; 26-50%; 51-75%; 76%-100%; Prefer not to say; We don't have this information.*

## **Page 3 of the application form – Funding Request**

### **What would you like to use the funding for?**

Please select the relevant option:

*Property Refurbishment; Purchase Vehicles or Equipment; Both Property Refurbishment & Vehicles/Equipment*

- If you are applying for just a building/ land refurbishment project, please select **Property Refurbishment**.
- If you are applying for just an equipment/ vehicle project, please select **Purchase Vehicles or Equipment**.
- If you are applying for both, please select **Both Property Refurbishment & Vehicles/ Equipment**.

Please answer this question carefully. How you answer it will determine some of the question logic later in the form.

### **Can you give us a brief narrative description of how you will use this funding? (100 words maximum)**

In a maximum of 100 words, please briefly describe the project, its intended purpose, what you will spend the funds on (you don't need to provide a detailed list or costings – you will be asked to provide this later in the application) and how this isn't a like-for-like replacement (see For example: Installing a new kitchen in the youth centre adding utilities, ensuring kitchen is safe, accessible and durable for young people's use and for use as a youth employment training facility. Total project cost is £35K with full breakdown in planned uses section and our project is not a like-for-like replacement for an existing area as per your definition).

### **What is the total amount of funding you are applying for? (minimum £5000, maximum £100000\*).**

Please insert the total amount you are applying for. Please just enter the figure as a number with **no** £ or commas.

Please bear in mind:

- A single application form can include building refurbishment, equipment and vehicle costs provided they are all at the same site.
- The total request per site must not exceed £100k and any refurbishment elements must not exceed £50k.

- The grant will be paid in arrears so you must be able to cashflow the grant and should take this into consideration when deciding how much to apply for.
- The fund cannot pay for any expenditure incurred before the grant agreement is signed. We cannot fund retrospectively/ costs that you incurred before this date.
- The grant cannot fund contingency.
- You should include any irrecoverable VAT. The grant cannot pay for recoverable VAT.

**How will the organisation cashflow the grant (i.e. spend the value of the grant upfront) given it is a payment in arrears?**

Please select the most appropriate option:

*Options: Reserves; Budgetary Savings; Other income streams; Other*

**Can your organisation afford to cashflow the full grant or will you require tranche payments to help cashflow it?**

Please select the most appropriate option:

*Options: Can Cashflow Full award; Will Require Multiple Payments*

Please note: The standard grant payment terms are - all grants will be paid in arrears and in one single payment, which means you will need to cashflow the grant.

However, in some exceptional cases, multiple payments (still in arrears) may be agreed. If you are unable to fund the full grant in one go, please select 'Will Require Multiple Payments'. We will consider this request, and you will be asked to provide a bank statement showing insufficient cash in the last month.

PLEASE NOTE: Local authorities will be expected to be able to cashflow the full award for what they are applying for, if successful.

## **Please tell us your current bank balance**

Please tell us your current bank balance. Please just enter the figure as a number with no £ or commas and to the best of your ability.

## **Planned Use**

Please provide an itemised list of what the grant will be spent on by adding a 'Planned Use' for each item. You can add a maximum of 15 'Planned Uses' by clicking 'Add another planned use' (at the end of the Planned Use questions/ table). The list must equal the total amount of funding you are applying for above.

### **Quote requirements:**

In order to demonstrate value for money you will need to provide quotes or website listings for each item or refurbishment project (all elements). They must all be itemised and dated/ obtained within the last 3 months at the point of application. They must be uploaded to the relevant 'Planned Uses' being applied for.

### **For Equipment:**

- (i) Items up to £10k: 1 quote or 1 website listing showing the item and the cost of it.
- (ii) Items above £10k: 3 quotes or 3 website listings showing the item and the cost of it.

**For Refurbishment:** 3 quotes for all works.

### **For all applications:**

- You must also clearly state in your application your chosen supplier and the rationale for choosing them. This does not have to be the cheapest, as long as you can provide a clear rationale for why you have chosen it and how it represents value for money



- When demonstrating how your chosen quote(s)/web listing(s) are good value for money (**VFM**) in your response please include how you have considered the following in your decision – **Quality, Competitive price for project/item(s), Ability to deliver in timescale of the fund, and good track record** (see full VFM guidance on page 31)
- If you are unable to provide 3 quotes for equipment items above £10k or for any refurbishment work, we will still accept your application, but you will be asked in the application form a) why this has not been possible and b) how you have ensured value for money. Applications that can demonstrate good value for money may score more highly.
- **Before you start the online application form, please spend some time checking the Fund Guidelines, listing out your ‘Planned Uses’, collecting together the required number of quote/s/ website listing/s for each item, collating these together into zipped folders ready to upload to each ‘Planned Use’, and checking the files/ zip folders don’t exceed the 25MB file limit. This will save you a lot of time when you come to completing the online form.**

## How to input your project costs into the ‘Planned Uses’ section

Depending on what you are applying for depends on how you complete this section.

- If you are applying for **refurbishment works**, you need to group all refurbishment costs together in one ‘Planned Use’ (see example below) and upload all quotes associated with that planned use.

Planned Use

Type \*

Property - Refurbishment

Category \*

Kitchen Refurbishment

Total Cost \*

35000

Description \*

Full kitchen refurbishment at Youth Centre to improve capacity for cooking sessions

Please list your chosen supplier/s \*

Hutton Kitchens

Please tell us a) why you have selected your chosen supplier/s, and b) how you have ensured value for money? \*

Hutton Kitchens - provide explanation here including value for money (see fund guidance)

- If you are applying for a **vehicle**, you need to group all vehicle costs together in one 'Planned Use' and upload all quotes associated with that 'Planned Use'.
- If you are applying for **equipment**, you can add a 'Planned Use' for each piece of equipment and upload the quotes/web listings for that item (see example in the completed section below)

Planned Use

Type \*

Equipment - Other

Category \*

Sports Equipment

Total Cost \*

5000

Expected Purchase Date \*

02/10/2025

Description \*

10 basketball hoops for outdoor sports facility

Please list your chosen supplier/s \*

Decathlon

Please tell us a) why you have selected your chosen supplier/s, and b) how you have ensured value for money? \*

Decathlon - provide explanation here including value for money (see fund guidance)

- When adding the 'Planned Uses' you must separate out refurbishment and equipment costs, even if they are included in the same quote. For example: If you are applying for a kitchen refurbishment **you must not** include freestanding equipment costs within the refurbishment 'Planned Use'. See the below **definition of equipment and refurbishment costs**.
- **If you reach the limit of 15 Planned Uses**, you will need to group the equipment items together by category of items e.g. Sports equipment, Musical equipment, Creative equipment, IT equipment etc. and upload a zip file with all quotes associated with that 'Planned Use'.
- You need to make sure you only include eligible expenditure. Please see the list of **eligible/ ineligible expenditure** on the [webpage](#).

- You **MUST** ensure the quotes uploaded and the supplier you've chosen, outline clearly the costs for each item(s)/element(s) of work you are requesting.
- You must **upload the quote(s)/ website listing(s) for each 'Planned Use'** as a compressed zip file - [how to prepare a compressed zip file](#) containing all relevant information. Note: Files/ zipped folders must not exceed 25MB in size. If they do you will get an error message when you try to submit the application. Also please ensure that files included in your zip folder are named using less than 240 characters (letters) – e.g. *Preferred supplier– ABCKitchens–KitchenRefurbQuote-Aug25* is a suitable character length file name.

### Definition of equipment & refurbishment costs

**Equipment** = Items that have **no permanent connection** to the structure of the building, the ground (in the case of land) or as part of a vehicle (in the case of mobile units) **that can be removed** will be **considered equipment**. Examples would be pool tables, sofas, computer equipment in a bus, swings or playground equipment not fixed to the ground, fridges or cookers that are not integrated.

**Equipment requests: All individual items of equipment must be £2,000 or greater in value.** Multiples of **identical (i.e. the exact same) items** with a cumulative value of £2,000 or greater purchased in a single transaction are eligible.

Eligible costs of equipment and the £2,000 per item threshold can include:

- The equipment purchase cost, and
- Where applicable, all costs necessary to bring the equipment to working condition for its intended use which can include delivery and handling, site preparation, installation, related professional fees for architects and engineers.

**Refurbishment** = Items that have **a permanent connection** to the structure of the building, the ground (in the case of land) or the vehicle (in the case of mobile units) and **cannot be removed** will be **considered part of refurbishment** works.

Examples would include integrated cookers, built in storage cupboards, sensory garden items bolted to ground, playground items bolted to ground, accessible ramp attached to the bus etc.

**Refurbishment requests:** The total refurbishment project must cost £50k or less on a stand-alone basis and not have dependencies within a larger & higher costs refurbishment or building project.

For example:

*If you are asking for 13 different project costs for a bathroom refurbishment, 5 different pieces of equipment and 1 vehicle you may wish to group your equipment costs together (e.g. 5 different types of equipment – cost of each equipment request £2,000 – ensuring that similar individual items of equipment being requested are at least £2,000 in value, Total cost £10,000).*

In this example you'd have:

- 1 'Planned Uses' relating to all of your bathroom project and required quote(s)
- 5 'Planned Uses' for your equipment request (in this case 5 different 'Planned Uses' equipment costs £2,000 each x 5 = £10,000 ask to the fund. *Any equipment costs included that don't meet the ensuring that individual items of equipment being £2,000 in value would be rejected.*
- 1 'Planned Use' for your vehicle request

If you group any parts of your request in 'Planned uses', any quotes uploaded must clearly show what you are applying for and match what you are applying for in the relevant 'Planned Use'.

## Type

Choose 1 option: *Property - Refurbishment; Equipment - Vehicle; Equipment – Other*

Please answer this question carefully. How you answer it will determine some of the question logic later in the form.

## Category

Choose the 1 option that best suits your request:

*Sports equipment; Creative Equipment (e.g. Music); Electric/Hybrid Vehicle; Other vehicle; IT equipment/improvements; Playground Equipment; Other Equipment; Furniture; Storage Units; Landscaping; Kitchen Refurbishment; Bathroom Refurbishment; Outdoor Space Refurbishment; Other Room Refurbishment; Accessibility Enhancements; Security Improvements; Other*

## Total cost

Please insert the total amount you need for this 'Planned Use'. Please just enter the figure as a number with **no £ sign or commas**.

## Expected purchase date (only for equipment and vehicle requests)

When do you hope to purchase the equipment/vehicle you are requesting? If your application is successful, all spend must be completed and appropriate evidence of spend provided to SIB by the latest **Friday, 30<sup>th</sup> January 2026**. **Please consider this when making an application to our fund.**

## Description

Please provide a short description of the item(s) being purchased or work being carried out. (e.g. 300 footballs for our football teams to use outdoors).

## Please list your chosen supplier/s

This should match the supplier's name on your chosen quote/website listing that you upload later in this section. If the 'Planned Use' includes more than one item, please list the name of all chosen suppliers here.

**Please tell us a) why you have selected your chosen supplier/s, and b) how you have ensured value for money?**

When demonstrating how your chosen quote(s)/web listing(s) are good **value for money** in your response please include how you have considered the following in your decision – **Quality, Competitive price for project/item(s), Ability to deliver in timescale of the fund, and good track record.**

**Example response:** In relation to the kitchen refurbishment our preferred choice is Hutton Kitchens as this work requires specialist expertise to ensure the kitchen is accessible. Hutton Kitchens have a strong **track record** fitting similar kitchens and for the **quality** of their work and materials used, are listed as a trusted business on Checkatrade with good reviews. The quote is **competitive** and in line with similar quotes and they have confirmed they **can deliver** the project in the required timescale for this fund.

Please provide your answer within a maximum of 300 words.

### **Please upload required quotes/product listings for this Planned Use (see fund guidelines)**

To ensure value for money has been considered you are required to provide quotes for the following:

For each equipment/vehicle request:

- **Items up to £10,000:** We require 1 quote or 1 website listing showing each item and the cost of it at the time of your application.
- **Items/vehicles above £10,000:** We ask that you provide 3 quotes or 3 website listings showing each item/vehicle and the cost of it at the time of your application.

For each refurbishment request: We require 3 quotes for all works.

### **All quotes/ website listings must be:**

- Itemised and show the cost of each item/element of work.
- Dated and should have been obtained within the last 3 months of the date you submit your application.

- Clearly show the suppliers name and where possible address.

Applicants need to upload all quotes/ website listings to their application as a single zip file for each planned use they create and call this 'Our quotes – Planned Use 1/2/3 (as applicable)' - [how to prepare a compressed zip file](#). All files within zipped files should be PDF documents or JPEGs if a website listing image. **If these are not provided at the time of application, it will be rejected.**

### Example of completing a planned use

Planned Use

Type \*  
Property - Refurbishment

Category \*  
Kitchen Refurbishment

Total Cost \*  
35000

Description \*  
Full kitchen refurbishment at Youth Centre to improve capacity for cooking sessions

Please list your chosen supplier/s \*  
Hutton Kitchens

Please tell us a) why you have selected your chosen supplier/s, and b) how you have ensured value for money? \*  
Hutton Kitchens - provide explanation here including value for money (see fund guidance)



**If you are unable to upload the required number of quotes / product listings for each item, please explain why this has not been possible?**

If the quote(s) uploaded does not meet our standard requirements as outlined in the 'Upload quotes / product listings section' mentioned earlier in this guide, we may deem your application ineligible. You need to tell us why you only have one quote/website listing and how you have ensured value for money with just 1 quote.

**Add another planned use**

To add more items, click on the 'Add another planned use' option at the bottom right-hand corner of the 'Planned Use' box **(Please Note: You can only add a maximum of 15 planned uses)**.



[Add another response](#)

**Planned Uses Total**

The 'Planned Uses' Total box auto populates based on the information you enter above. The list of 'Planned Uses' must equal the total amount of funding you have said you are applying for. If they don't tally, the 'Planned Uses' Total box will show a 'discrepancy', which prevents you from submitting the form. If this happens, please review the total amount you are applying for and the list of 'Planned Uses' and rectify any issues. When the discrepancy shows as 0 you should be able to submit the form (once everything else is complete).

## Page 4 of the application form – Building / Land Information

### Building / land information

Here you provide details for the building/land where the refurbishment works will take place, or where the equipment/vehicle will be stored.

Number & Street

Town/City

Region

Post Code

Please note: This should be the postcode of the building/ land being refurbished and/ or where the equipment/ vehicle being purchased will primarily be stored. This postcode must be in one of the priority areas to be eligible. Please use the [Postcode Eligibility Checker](#) on our website to make sure that the site you require funding for is in an eligible area.

### Floor area m<sup>2</sup> (For small refurbishment applications only).

Please complete this to the best of your knowledge. To calculate this, you'll need to measure the length and width of the room where the refurbishment is taking place in meters and multiply them to find the area. (e.g. 6m x 7m = 42m<sup>2</sup>). If you are planning to refurbish two or more spaces/rooms, please include the combined figure e.g. 42m<sup>2</sup> (Room/space 1) + 45m<sup>2</sup> (Room/space 2) = 87m<sup>2</sup>.

### Is the building listed? (For small refurbishment applications only).

*Options: Grade I listed; Grade II\*; Grade II; Not Listed*

*(Note if your building is Grade listed you will need to ensure you have the relevant permissions in place before applying, as you'll need to provide evidence of this later in the application).*

**Is the building/ land located in a conservation area?** (For small refurbishment applications only).

Options: Yes; No

*(Note if your building is in a conservation area, you will need to ensure you have the relevant permissions in place before applying, as you'll need to provide evidence of this later in the application).*

**Is the building a place of worship?** (For small refurbishment applications only).

Options: Yes; No

**How many weeks' notice do the contractor/s need to be on site?**

How quickly will be your contractors be on site ready to start the project if your application is successful for funding?

**Expected Refurbishment Start Date** (For small refurbishment applications only).

Please complete your answer in the following format: DD/MM/YEAR

**Expected Refurbishment End Date** (For small refurbishment applications only).

Please complete your answer in the following format: DD/MM/YEAR

**Do any of your equipment / vehicle purchases have a time lag between ordering and purchase / delivery / installation?** (For equipment/vehicle requests only)

Please choose the most appropriate answer:

*No; Yes – under a month; Yes 1-2 months; Yes 2-3 months*

*(Note the above information will be used to assess the viability of your funding request within the fund timeframes).*

**Building ownership, permissions and consents** (small refurbishment applications only)

**Do you own or lease the building with a written lease agreement?** (For small refurbishment applications only).

If you select own, you will be asked to upload your title deeds for the building / land you would like to refurbish (in a PDF format). The title deeds must be in the name of the applicant organisation. When you upload the PDF, please ensure you entitle the document 'Our Title Deeds'.

If you select lease, you'll be asked how much time is left on the lease (in years). You will also be asked to upload a copy of your formal written lease agreement for the building/ land you would like to refurbish (in a PDF format), as well as written evidence of your landlords consent to the works. Please upload them as a compressed zip file - [how to prepare a compressed zip file](#). The zip file you create should be called 'Our Lease Agreement and Landlord Consent'. The lease agreement must be in the name of the applicant organisation, be dated and clearly state when it expires and must be signed.

**Please confirm you have all relevant permissions/ consents in place, which may include (the list is not exhaustive): Building regulations approval, Planning consent, Listed building consent, Landlord consent, Other funder consent** (for small refurbishment applications only).

*Options: Yes, no or not required.*

*By permissions and consents we mean; Building regulations, planning consent, listed building consent, landlord consent (this list is not exhaustive). It is **your** responsibility to ensure you have the consents you need in place, and by not having these confirmed before applying will mean that your grant application/ award will be withdrawn.*

**Does your project require buildings regulations approval?** (For small refurbishment applications only).

*Options: Required – obtained, Required – not obtained, Not required.*

If you are unsure how to answer this question you should speak to your landlord and/or your local authority to understand if you need any building regulations consent/permission. Note if permissions/consent are needed they **MUST** be in place before you apply to this fund.

**If you've previously answered 'not required' in needing to have any permissions/consents in place you will not see this question.**

**Does your project require planning consent?** (For small refurbishment applications only).

*Options: Required – obtained, Required – not obtained, Not required.*

If you are unsure how to answer this question you should speak to your landlord and/or your local authority to understand if you need any planning consent/permission. Note if permissions/consent are needed they **MUST** be in place before you apply to this fund.

**If you've previously answered 'not required' in needing to have any permissions/consents in place you will not see this question.**

**Does your project require listed building consent?** (For small refurbishment applications only).

*Options: Required – obtained, Required – not obtained, Not required.*

If you are unsure how to answer this question you should speak to your landlord and/or your local authority to understand if you need any listed building consent/permission. Note if permissions/consent are needed they **MUST** be in place before you apply to this fund.

**If you've previously answered 'not required' in needing to have any permissions/consents in place you will not see this question.**

**If your project requires any other permissions/ consents, please provide further details here and confirm whether or not these are in place.**

If your project requires any other permissions/ consents not already listed above, please state what other permissions/ consents are needed, what stage they are at and whether or not they are already in place.

**If you've previously answered 'not required' to having permissions/consents in place you will not see this question.**

**Please upload all relevant permissions and consents in a zip file** (For small refurbishment applications only).

If you have said any consents are required in the previous questions you'll need to upload these as a single compressed zip file - [how to prepare a compressed zip file](#). Please ensure all files uploaded are in PDF or JPEG format and clearly labelled e.g. Landlord consent or Listed building consent or planning consent. The zip file you create should be called 'Our permissions'. If no consents are needed for the

refurbishment work this question will not show and you should continue with your application.

**We would like to see the building / land you plan to refurbish. Please upload a photo of both the building / land and the space to be refurbished.** (For small refurbishment applications only).

You will need to provide a photo of the outside of the building/ land you wish to refurbish and the space(s) you wish to refurbish. Please upload them as a compressed zip file - [how to prepare a compressed zip file](#). Within the zip file please ensure the images you upload are preferably a JPEG or PNG file. Please label what each picture refers to (e.g. Picture of the outside of our building or picture of space we are wishing to refurbish). The zip file you create should be called 'Our Photos'.

## **Page 5 of the application form – Youth Provision**

### **What primary impact will the funding have on youth activity?**

*Select 1 option: Enhance/Expand the reach of activities to young people; Improve the safety of the youth facility for young people; Improve the organisations capacity or quality to deliver enrichment activities; Improve the future financial sustainability of the organisation.*

### **What secondary impact will the funding have on youth activity?**

*Select 1 option: Enhance/Expand the reach of activities to young people; Improve the safety of the youth facility for young people; Improve the organisations capacity or quality to deliver enrichment activities; Improve the future financial sustainability of the organisation.*

### **What percentage of regular provision at the site is for children/young people?**

*The amount of provision you provide to children and young people aged 11-18.*

*Select 1 option: 50-75%; 76% - 100%*

**In a typical week, how many hours of youth provision do you provide for children/young people up to the age of 18 (or up to 25 where young people have special educational needs or disabilities, are leaving care, or who are considered ‘at risk’ or vulnerable)?**

Please state the number of hours to the best of your knowledge. This should look at a typical week and not include one off provision such as events. If you are running two activities at the same time, please still count this as one hour. We are looking at the number of hours during the week you are running youth provision.

**In a typical week, how many hours of open access youth provision do you provide for young people aged 11-18 (or up to 25 where young people have special educational needs or disabilities, are leaving care, or who are considered ‘at risk’ or vulnerable)?**

Please see the FAQ's section of our website for our definition of [Open Access Youth Provision](#). Please do not include any provision for young people under the age of 11. This should look at a typical week and not include one off provision such as events. If you are running two activities at the same time, please still count this as one hour. We are looking at the number of hours during the week you are running youth provision.

**Is the funding request specifically to benefit children and young people who have special educational needs or disabilities, are leaving care, or who are considered ‘at risk’ or vulnerable?**

Options: Yes or No



**If you answer yes, you'll be asked an additional question.**

How many hours a week of youth provision do you currently provide to children and young people in this group? This should look at a typical week and not include one off provision such as events.

**If you answer no, please move onto the next question.**

### **How many staff / volunteers do you have delivering youth provision on a typical day?**

Please include how many staff / volunteers you have at the site or delivering the provision on an average day (not how many are employed in total)

### **How many staff / volunteers delivering youth provision are trained to Level 2 (or equivalent) in youth work?**

Different sectors and organisations may have different equivalent qualifications (e.g. Scouts) that would also be acceptable.

### **How do you involve young people in decision making at your organisation?**

This could include examples such as getting young people onto trustee boards, youth ambassador roles or including young people in deciding which activities are being organised. Please see this link if you would like advice on including youth people in decision making at your organisation:

<https://www.ymcageorgewilliams.uk/centre-for-youth-voice/youth-voice-resource-hub/youth-voice-decision-making>

### **Youth Activity**

Here we ask you to explain what open access activities you provide for young people aged 11-18 years of age (or up to 25 where young people have special educational needs or disabilities, are leaving care, or who are considered 'at risk' or vulnerable).

For each 'Planned Use' you can use the category field (see below) to group provision you provide.

For example, if you provide several sports clubs, you could call the activity name 'Sports clubs', select the Activity Category 'Sports Club' and then in the description explain the different sports you provide (see full guidance below).

You are encouraged to group as many activities as you can together when completing the form.

### **Activity Name**

Name of the activity you provide to children and young people.

### **Activity Category**

Please choose the category that is most relevant

*Options: Community activism; Cooking/life skills; Counselling; Creative arts (e.g. photography, media); Dance; Debate/democratic participation; Detached youth work; Digital/tech activities (e.g. coding or gaming); Drop in advice (e.g. housing); Employability programme; Environmental/sustainability groups; Homework/study support; Horticultural/gardening; Leadership courses/groups; Mental health/wellbeing workshops; Music; Outdoor/adventure activities (e.g. climbing or adventure playground); Sexual health/relationships support; Sports club (e.g. football/basketball); Targeted youth club (e.g. refugees, homelessness, SEND, LGBTQ+ young people); Theatre/drama; Uniformed group; Universal youth club; Youth voice; Other.*

### **Setting**

Please select the option that most closely represents where your activity takes place.

*Options: Community venue (e.g. café/library); Dedicated building (e.g. youth club, community centre); mobile; outdoor - nature; outdoor – not nature/wilderness; Street-based.*

## Description

*Maximum of 85 words to describe the activity you run (e.g. Outdoor basketball training sessions that take place 3 times a week for children aged 12 -15).*

To add additional activities, click on the 'Add another response' underneath the description box.

### Description \*

Outdoor basketball training sessions that take place 3 times a weeks.

[Add another response](#)

## Page 6 of the application form – Submit your application

### Submit your application

Please read the statement in full on the application form and then you'll need to tick the box that says '*I confirm*' where it says '*Please confirm you have read and agree with the above statement*'

### Where did you hear about us?

Select the option that is most relevant as to how you heard about SIB & the fund.

### Submit your application

Then submit your application.

You are then asked to take part in a short SIB customer feedback form, which shouldn't more than a few minutes to complete.

## What happens next?

You will receive an email from us to the email address provided with your application. Sometimes this email may go into your junk/spam folders. To avoid this, please add the email address [bys@sibgroup.org.uk](mailto:bys@sibgroup.org.uk) to your address book.

This email will acknowledge receipt of your application, provide a copy of the submitted application form in a PDF version and explain that your application will now be reviewed for eligibility.

During the eligibility process we may contact you with questions or queries related to your application, this is normally done by email.

## Any further questions?

Please look at the [Better Youth Spaces website](#), including our FAQs, which will be updated regularly. If you have any unanswered questions, please email [bys@sibgroup.org.uk](mailto:bys@sibgroup.org.uk)

We wish you the best of luck with your application to this fund.