YOUTH ENVIRONMENTAL ACTION FUND

QUESTION BY QUESTION GUIDE

COMMUNITY FUND

GROUNDWORK
CHANGING PLACES
CHANGING LIVES

This guide takes you through each question on the application form and provides advice, guidance, and example answers to help you complete it. Have it open while you fill in the form.

You can also take a look at our example application form below.

EXAMPLE APPLICATION FORM

Section 1: Privacy information

We need to collect and use some personal information about you so we can deliver the Youth Environmental Action Fund. This includes looking at your application, contacting you about the programme, managing grant payments if you are successful, and keeping records.

Read this section carefully before ticking the box to confirm you understand how your data will be used.

Section 2: Young person and Accountable Body information



We need a few details about you and the organisation supporting you. We call this organisation your Accountable Body. It could be your school, youth club or another organisation that you trust. This organisation will hold the grant on your behalf.

Section 2: Young person and Accountable Body information

The Accountable Body needs to be a not-for-profit organisation that has:

- been operating for at least one year
- at least three unrelated people on the management committee.
- a bank account in its name with two unrelated signatories.
- a safeguarding policy

Your Accountable Body should answer Q2-Q6, so ask them to log in and answer these questions, or fill this part in together. They will also need to sign the declaration on the last page of the application form.



Q1 & Q2: Applicant Details

Here you need to enter:

1. Your details
2. The details of someone who works for your Accountable Body.

There are three questions that ask for some information about you, the young person applying. These ask for your age, gender and ethnicity. We ask these so we can understand who is applying to the fund and identify whether there are any communities or groups we are not reaching. We need to know your age to see if you are eligible to apply, but you do not have to answer the gender and ethnicity questions if you don't want to. They are optional and the answers do not affect the outcome of your application.

Q3: What Type of Organisation is the Accountable Body?

Select the option that best describes the organisation: school or college, youth club or youth organisation, community group or residents' association, charity or voluntary organisation, place of worship, sports club, parish or town council, or other.

If they are not a registered company or charity, or if they are not a statutory organisation such as a school or local authority, the Accountable Body contact will need to upload two items of ID, one form of photo ID such as a passport or driving licence and one proof of address such as a gas or electric bill.

Section 2: Young person and Accountable Body information



Q4: Governing Document

The Accountable Body needs to upload their governing document.

This is a document that explains what the organisation is, who runs it, and what it exists to do. This lets us know that the organisation is formally established and can legally receive funding and manage money.

This could be a Constitution, Code of Conduct, Memorandum and Articles of Association, or similar governing document.

Q5: Safeguarding

The Accountable Body is responsible for the safety and wellbeing of the young people involved. They must have a current safeguarding policy in place that is regularly reviewed. Please view our Safeguarding Requirements for Grantees document for more information.

The Accountable Body contact must tick the box to confirm they can meet our safeguarding requirements.

Q6: Diversity Monitoring

The National Lottery Community Fund asks us to collect this information for reporting purposes. This does not affect the outcome of your application. It helps us to understand which communities the funding is reaching.

Please tick all groups involved in the leadership of the Accountable Body organisation.

Section 3: About the project

Q7: Which Region is Your Project Based In?

- You can check the postcode of your project to see if you are eligible to apply. You should use the postcode of the site or building where the project will take place.

  CHECK YOUR PROJECT POSTCODE

- If you are eligible, select either London, Greater Manchester, or North East England in the form. We can only fund projects taking place in one of these three regions.

- Next, tick the local area or borough that your project is based in. If your project is not based in one of these local areas, we cannot fund it.

ELIGIBLE AREAS

Greater Manchester:

- Manchester
- Tameside
- Stockport

London:

- Brent
- Greenwich
- Hackney
- Hammersmith & Fulham
- Haringey
- Kensington & Chelsea
- Newham
- Southwark
- Waltham Forest

North East England:

- County Durham
- Hartlepool
- Middlesbrough
- Redcar & Cleveland



Section 3: About the project

Q8: Project Postcode

Please enter the postcode of the project site. If the site has no postcode, please enter the postcode of the nearest building.

Q9: Which Theme Best Describes Your Project?

This helps us to understand the types of projects we are funding. Choose the single theme that best fits your project. If you feel that it fits more than one, just pick the one you feel it is closest to.



Improving your local environment
- litter picks, tree planting or nature conservation



Influencing & campaigning
- challenging fast fashion or reducing car use near schools



Building environmental skills
- eco-cooking, sustainable crafts or community gardening



Growing & food
- growing your own food, community allotments or reducing food waste



Upcycling & repair
- fixing, repurposing or creatively reusing items



Wildlife & biodiversity
- bug hotels, wildflower meadows or supporting local wildlife



Blue spaces & waterways
- cleaning up rivers, canals or beaches, or raising awareness

Section 3: About the project



The next two questions (Q10 and Q11) are for you to tell us about your project. You can do this in two ways – whichever you prefer:

- by writing directly into the application form, OR
- by uploading a short video to describe your project

It is completely up to you – we want you to do whatever feels easiest. If you choose to upload a video, please keep it to no more than 90 seconds. You can show us the project site, or it can be as simple as someone talking to the camera about your project and what you want to achieve.

Give us the same sort of information in the video as if you were answering the written questions below.

Q10: Project Name, Description and Amount Requested

Give the project a short, clear name, describe what you want to do, and state the amount you are requesting (between £500 and £1,000).

We want to know what you care about, what you want to change and how the funding would help you make it happen.

If you choose to upload a video, you do not need to answer the written part of this question, but please still fill in the project name, the start and end dates and the amount of funding you are requesting.

Section 3: About the project

Example answer: Project Name & Description

Project name: Riverside Wildlife Watch

Description: A group of six young people from our youth club want to create a wildlife-friendly area along the local riverbank, including a bug hotel, native wildflower planting and a small pond. We will run two community planting days and put up information signs we have designed ourselves, so other young people and residents can learn about the wildlife the project supports.



Q11: What Difference Will Your Project Make?

In your answer, it may help to answer these two questions: (1) what is the problem you are trying to solve and (2) what will be better because of the funding?

Example answer: Difference

The riverbank near our youth club is overgrown, littered, and rarely used by wildlife or local people. Our group wants to change that. With this funding, we'll create a small wildlife area with a pond and planting that supports insects and birds, and we'll run two planting sessions so other young people can get involved and learn about local nature. Once complete, the riverbank will be a cleaner, greener space that the whole community can enjoy and take pride in.



Section 3: About the project

Q12: Uploading a video

You can provide a link to a short video instead of answering Questions 10 and 11. Talk us through your project, telling us what you want to do, why it matters to you, the difference it will make and who it will help. Keep it to no more than 90 seconds and don't worry about it being perfect, we just want to hear from you in your own words.

After you've made your video, you'll need to upload it somewhere online and copy the link into the box. You can't send the video file directly to us, or upload it to a site like Dropbox, Google Drive, or OneDrive. We need a link instead.
YouTube and Vimeo are two examples of video hosting websites you can use:

- How to upload a video to YouTube
- How to upload a video to Vimeo

If you use YouTube or Vimeo, set the video so that anyone with the link can view it, but it does not need to be publicly searchable. Please check that the link works before submitting your application.

Please speak to your Accountable Body before filming. They are responsible for making sure the appropriate consent is in place for anyone featured in the video, including parent or carer consent where required.

We will take a transcript of the video audio, so that we can provide the project details to the funder.

Q13 Budget Table

You can apply for between £500 and £1,000.

- Tell us what you plan to spend the money on — this could be things you need to buy, hire, or pay for to make your project happen.
- You can include staff time for people at your Accountable Body to help you with the project, but this should be no more than 50% of the grant request.
- Don't worry if you're not 100% sure yet, this is just a rough plan and we understand things can change along the way!
- You can add or edit items, and the totals will update automatically. An example is shown on the next page.

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Section 3: About the project

Budget Items	Amount Requested
Reusable planters and compost for the community growing beds	£220.00
Wildflower and native tree saplings	£150.00
Litter-picking equipment and gloves for volunteer sessions	£80.00
Materials for two "bug hotel" builds led by younger members	£50.00
TOTAL	£500.00

Q14: How Many Volunteer Roles Will Your Project Create?

This can include young people helping to run activities, organise events, or support others in the community. If your project doesn't involve volunteers, enter 0.

Section 4: Authorisation and Declaration

The Accountable Body should complete this and sign to say that the information in the form is accurate and complete.

Good luck with your application!

Thank you for taking the time to apply.

We will let you know whether you have been successful in March 2027.

In the meantime, if you have any questions, please call us on 0121 237 3666 or email us at yeaf@groundwork.org.uk
You will speak to Scott, Ola or Karen, who are happy to help.

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