

## **Jack Petchey Internship Programme – Cohort 8**

*Supporting youth charities & their beneficiaries*

### **Application Guidance Notes for Youth Organisations** **July 2025**

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**Please use these notes to ensure you complete your application form as thoroughly as possible.**

The closing date for this programme is **9am on Monday 8 September 2025.**

Jack Petchey Foundation will aim to notify applicants of the outcome of their application by late November 2025. Successful applicants will need to appoint their intern to take up their post by end March 2026.

*If you have any questions after reading these guidance notes in full, then please contact us at **internprogramme@jackpetchey.org.uk***

## **The Aims of this Programme**

- a) To support the development of the youth sector to benefit young people in London and Essex

This programme will provide partial funding to registered charities or CIOs working with young people in London and Essex to recruit an intern who will help them to deliver their mission to support more young people. This programme is for organisations who are on the Jack Petchey Achievement Award scheme or a Jack Petchey Foundation partner organisation. The programme will support a cohort of aspiring, committed and dynamic young interns who can make a real difference to young people's lives during their internship. This additional resource will help organisations within a sector which is struggling in the context of increasing demand for services by young people and decreasing resources.

It is a priority for us that the intern roles we fund have a positive impact on the young people your organisation serves and increases capacity in your organisation. We will want to understand how many young people (11-25 years old) in London and/or Essex will benefit from the intern's role – directly and/or indirectly. We will look particularly favourably on roles that have a direct impact on/are working directly with young people.

- b) To fund meaningful employment opportunities for young people in the youth sector

This programme will support young people in the early stages of their working life to make a successful transition from education to employment.

It is important to us that the internship roles that are offered give young people opportunities to develop their professional skills and confidence, take on new challenges and believe in themselves. A supportive and engaged line-manager will play a vital part in achieving this aim.

We imagine this programme will support young people who are leaving further or higher education and starting out in the charitable sector – and/or those young people who have perhaps worked for a couple of years and are looking to take the next step in their career or transfer from another sector into the youth sector.

By supporting their development, we will be working towards the Jack Petchey Foundation vision of 'A future where every young person is celebrated and realises their potential'

- c) To attract and develop talented future managers/leaders in the youth sector and beyond, by providing a high-quality training, bursary and mentoring programme

To ensure young people can thrive as leaders with an 'If I think I can, I can' mindset, we will provide additional training and mentoring support on this element of the programme.

To get the most from this development opportunity, we expect the interns to be fully engaged and committed to this programme and to working in the youth sector – and for their line-managers to fully support and encourage this engagement.

- d) To promote diversity and ensure that all young people – whatever their background – have the opportunity to succeed

This programme's objectives are in line with our diversity and equal opportunities objectives. We will require that organisations run open and accessible recruitment campaigns and will support them by promoting the internship opportunities via our website/social media/newsletters and partners' networks.

## Terms and conditions of the programme

We see this programme as a partnership between Jack Petchey Foundation (JPF), the host organisation and the intern. We will offer support to the parties involved but there are a number of expectations. You must be comfortable with these conditions before applying.

We will offer awarded organisations the following:

- **Partial funding for salary costs to support a full-time intern for 12 months.**  
The intern should start their role by 23 March 2026.
- Our grant will depend on the size and location of your organisation, as set out in the table below.

JPF Salary Grant for Intern (by organisation size and location)	<i>London-based</i>	<i>Outside London</i>
<b>£150,000-£600,000 pa income</b>	£24,100	£21,900
<b>£600,000-£1.2m pa income</b>	£20,200	£18,400
<b>£1.2m-£5m pa income</b>	£13,400	£12,500

E.g. A London-based organisation with an annual income of £350,000 per annum would receive a JPF Internship Grant of £24,100. An Essex-based organisation with an annual income of £840,000 would receive a JPF Internship Grant of approximately £18,400.

We will also offer:

- A welcome meeting/video call for the intern's line manager and the intern with the Jack Petchey Foundation in March 2026.
- An official programme launch conference for all interns and their line-managers in April 2026. This conference will be an in-person event. There will be no costs for this conference (aside from transport to the venue).
- Additional developmental opportunities for each intern including four personal development workshops throughout the year
- An end of programme celebration for all interns and their line-managers in February 2027.
- **Attendance at these opportunities is required and we advise organisations to consider this commitment prior to submitting their application.** (We will confirm dates of these opportunities when we notify applicants of the outcome of their application).

In addition, we will offer every intern:

- An individual training budget of £1,000 (approval of bursary requests and funds to be managed by the host organisation).
- A volunteer professional mentor to offer independent advice and guidance.

- The opportunity to be part of a network of peer support and of advice outside of their own host charity.
- The opportunity to take part in an Action Learning Set with other interns comprising of three interactive group sessions.

In addition to the above we will offer every line-manager:

- The opportunity to take part in an Action Learning Set with other line-managers comprising of three interactive group sessions.

In return the charity organisation must agree to the following:

- To take full responsibility for providing employment, induction and regular supervision, pay (supported by our grant) and support of the intern.
- To cover the balance of funding for the salary of the intern at the relevant level for twelve months. Intern host organisations have discretion to pay their interns a salary at an hourly rate between the National Living Wage (currently £12.21ph from 1 April 2025) and the Real Living Wage (currently £13.85ph for London/£12.60ph for outside of London). Please note, these hourly rates are likely to be adjusted by the government and by the Living Wage Foundation in autumn 2025, before the internships start. Please do your own calculations to assure yourself that your organisation is comfortable to pay the balance of funding for the intern's salary, as well as all employer on-costs. If a host organisation chooses to pay the National Living Wage, the grant amount may be reduced accordingly. However, this will be discussed with the host organisation prior to any grant offer.
- To cover the on-costs of the intern post (including National Insurance and compulsory pension contributions, plus the costs of any other employee benefits you provide).
- To undertake an open and accessible recruitment process. As part of the process the organisation must share their job advert and recruitment documents with the Jack Petchey Foundation when they are ready to start advertising the intern role so that we can also promote the opportunity through our website and networks.
- To consult JPF prior to conducting an initial interview if the intern host organisation shortlists a candidate who is currently employed by them, or has been employed by them on a permanent, temporary or freelance basis within the past three years.
- To ensure the intern and line manager attend our launch conference in April 2026.
- To ensure the intern attends each of the personal development workshops
- To encourage the intern to use their training bursary.
- To allow the intern's line-manager to attend and participate in an Action Learning Set with other line managers on the programme, should the manager choose to take up this opportunity.
- To allow the intern to attend and participate in an Action Learning Set with other interns, should the intern choose to take up this opportunity.
- To allow the line-manager to attend update/progress review meetings with the Jack Petchey Foundation.
- To contribute to an evaluation of the programme by completing a six-month and end of internship monitoring form (intern and intern's manager).

- To return the unspent grant balance (pro rata), should the intern leave their post before completing a year's employment.
- To return any unspent training bursary balance.

## Eligibility Criteria

In order to be eligible for this fund your organisation must be:

Criteria	Guidance for applicants
A registered charity or charitable incorporated organisation (CIO)	You will need to provide proof of this. You will be asked to enter your charity registration number in the application form.
Running the Jack Petchey Achievement Award scheme <b>OR</b> in receipt of a Jack Petchey Partnership Grant	Organisations need to be running the Jack Petchey Achievement Award scheme  Organisations that run <u>Jack Petchey partnership programmes</u> are also eligible to apply, even if they are not running the Achievement Award scheme.
Have an annual income of between £150,000 and £5,000,000	We will ask you to upload your latest annual report and accounts as part of the online application process.  We will also ask for income/expenditure for the three most recent financial years and so if your income is usually over £150,000 but has fallen a bit below that in the most recent financial year, you are still welcome to apply.
A youth organisation that supports young people aged 11-25 year olds in London and/or Essex	Jack Petchey Foundation's remit is to support young people aged 11-25 in London and Essex.  <b>Support for young people aged 11-25 in London and/or Essex should therefore be a significant focus of the activity of organisations applying to this programme and of the role of the intern.</b>  We will not accept applications from schools, colleges or statutory services for this programme.
Employ a minimum of five full time staff, or the equivalent in hours	We want to ensure organisations have the support structure in place to offer a valuable learning experience for their intern.

***What if you have applied previously for this grant programme or are currently hosting a Jack Petchey Intern?*** Organisations that have applied previously for grants

from the Jack Petchey Foundation Internship Programme are eligible to apply again, as long as the organisation meets the criteria above.

**If you are currently hosting a Jack Petchey Intern your application should be for a substantively different intern role to that of your current or previous JPF intern.**

Please note that if your organisation is **not** currently running the Jack Petchey Achievement Award Scheme or is **not** currently running a Jack Petchey Partner programme, then your organisation is ineligible to apply. For details of how to join the Jack Petchey Achievement Award Scheme please visit the [JPF website](#).

If there is high demand for the intern grants, we may need to prioritise applications from groups that have not previously received a Jack Petchey Intern grant.

***What if you don't meet the eligibility criteria for this grant programme?*** If you are an organisation working with young people in London and/or Essex and you do not meet the eligibility criteria for this programme, we would encourage you to look at the [other grant opportunities offered by Jack Petchey Foundation](#).

Please note that we cannot accept applications from groups that are established for the purposes of promoting a specific political or religious belief.

To be successful for this grant, the role you are offering your intern must:

Criteria	Guidance for applicants
Inspire and raise the aspirations of young people (11-25 year olds) in London and Essex	<ul style="list-style-type: none"><li>- All successful organisations will need to be working to support 11-25 year olds in London and/or Essex and this should also be the focus of your intern's role. In the application you will be asked about how your organisation's work supports the <a href="#">vision and mission</a> of the Jack Petchey Foundation.</li></ul>
Have a demonstrable impact on the young people you work with and your organisation at a whole	<ul style="list-style-type: none"><li>- We want the internships we fund to have a genuine impact on the young people you work with and your organisation. We expect you to consider the tasks you will require of your intern, and how you will measure their impact on the young people you serve by their role.</li><li>- We will ask you to upload the Job Description and Person Specification for the role.</li><li>- We will also ask about the number of young people (11-25 year olds) in London/Essex who you think will benefit from the intern's role – directly and/or indirectly, depending on their role, and how you estimated this figure.</li><li>- We will ask how this role will enable your organisation to achieve more for young people.</li></ul>



	<ul style="list-style-type: none"> <li>- We will look particularly favourably on roles that have direct impact on/are working directly with young people.</li> </ul>
Promote a positive perspective on life	<ul style="list-style-type: none"> <li>- JPF appreciates that there is negativity in the world, but we work to challenge this through positivity. All projects we support must focus on the positive and the solutions, rather than the negative and the problems.</li> </ul>
Be supported	<ul style="list-style-type: none"> <li>- We expect line-managers to be as engaged with the programme as the interns. Line-managers will be required to take part in elements of this programme (see the terms and conditions) and we want to ensure the intern's role and development is fully supported by their manager and the wider senior team in the charity.</li> <li>- We will ask you to send us a video of the person who will be line-managing the intern answering some questions that will help us understand their approach to managing and developing the intern.</li> <li>- We expect the line-manager for the role to be involved in the recruitment process for the intern, including shortlisting and interviewing the candidates.</li> <li>- We will ask your Chief Executive or a Director to sign off the application form.</li> </ul>
Start in March 2026 and last for a full year	<ul style="list-style-type: none"> <li>- We aim to inform successful applicants by late November 2025.</li> <li>- We expect organisations to recruit their intern and ensure they start their employment by end March 2026. The employment opportunity must last a full calendar year.</li> <li>- Please note that if the position is terminated within the year all unspent salary costs will need to be returned to the Jack Petchey Foundation.</li> </ul>

Please also consider the following. Successful organisations will score well in these areas:

Criteria	Guidance for applicants
Good organisational standards and management	<ul style="list-style-type: none"> <li>- In order to assess your capacity to host an intern we are interested in your organisational set up – for example the organisation's structure, the strength of your management team and board and that you have required organisation policies in place.</li> <li>- We will ask you to upload documents including your Safeguarding Policy/Child Protection Policy; Equality,</li> </ul>

	Diversity and Inclusion Policy; Data Protection Policy and Health and Safety Policy and your Public Liability Insurance as part of your application.
Financial sustainability	<ul style="list-style-type: none"> <li>- We recognise that many charities have experienced financial challenges in recent years.</li> <li>- We recognise that the economic situation may be impacting your finances, including inflation, energy, staff costs, increased demand for services and other budgetary pressures. In your application there is an opportunity for you to provide us with further information about this and what your future plans are. We appreciate there may be many unknowns but also would like to know whether you are confident that your organisation will be able to successfully host the internship for a year until March 2026.</li> </ul>

### **Data Protection**

The Jack Petchey Foundation will always keep your personal information private and hold it securely. We are committed to being open and honest, to acting with integrity and to complying with the spirit, as well as the letter, of data protection law.

Our Privacy Policy sets out how we collect, process and store personal data, and how you can let us know if you want us to change the way we store and use your personal data. It is available on our website at [www.jackpetcheyfoundation.org.uk/privacy](http://www.jackpetcheyfoundation.org.uk/privacy)

We will use the information you provide in this application form to process your request for a grant. We will keep your details on file indefinitely, unless you request otherwise.

## Specific Guidance for the Application Form

<b>Section 1: You and your organisation</b>	
<p>This section is designed to let us know more about your organisation and your work.</p> <p>Please ensure you make it clear to us how your organisation's aims are in line with the Jack Petchey Foundation's vision and mission.</p> <p>Full details of our vision, mission and strategic aims can be found on our <a href="#">website</a>.</p>	
1.1	Please provide contact details for the person submitting the application
1.2	Please provide the name, registered charity number, website address, postal address for your organisation. (Only registered charities, including charitable incorporated organisations – CIOs), are eligible to apply for this grant programme).
1.3	Please provide the contact details for the person who will be responsible for line managing the intern. If this is the same person as the applicant at 1.1, simply re-enter the details here. Once a grant offer has been made and accepted, all communication will be with the intern's line manager based on the details provided in this section.
1.4	Please briefly tell us about your organisation's overall aims and objectives. (100 words)
1.5	Please tell us how your organisation's work supports the <a href="#">vision and mission of the Jack Petchey Foundation</a> . (200 words)
1.6	Please tell us where the young people aged 11-25 that your organisation works with are located – London, Essex, Other (please tick as many as apply)
1.7	Please estimate what % of <u>your organisation's</u> work is with 11–25-year-olds in London and/or Essex.
<b>Section 2: The Intern Role - this section should be completed by the person responsible for line managing your intern.</b>	
2.1	Please tell us what the intern's job title would be.
2.2	Please summarise the main objectives of the role.

	<p>It is important you have thought through what the role will entail. (200 words)</p> <p>Please refer to our Aims on page two of this guidance to ensure your role makes a valuable contribution to the young people you support - and is an exciting role for the intern.</p> <p>Please give a summary at 2.2 and <b>upload the full Job Description and Person Specification with your application here</b></p>
2.3	<p>Please tell us why this position is needed by your organisation and how it will enable you to support more young people, or to support young people in different ways. (200 words)</p> <p>We want to ensure our funds have the greatest possible impact and will award a grant to those organisations that can demonstrate the greatest impact on the young people they work with as a result of being part of this programme.</p>
2.4	<p>Please tell us what impact this role would have on young people (aged 11-25) in London and/or Essex.</p> <p>This question, and questions 2.5 and 2.6 are the opportunity to answer the 'So what?' question. Why is this role important for young people (11-25) in London and/or Essex? What will your intern do that supports the young people who access your services?</p> <p>JPF is particularly keen to get a better understanding of three key consistent outcome areas. They are:</p> <ol style="list-style-type: none"> <li>1) Increased skills or knowledge for young people;</li> <li>2) Young people feeling heard/valued/recognised;</li> <li>3) Increased self-belief/ confidence.</li> </ol> <p>We recognise that not all of these will be relevant for all organisations, but please provide relevant detail for how your work and that of your intern will relate to these goals in this and in 2.5 and 2.6.</p>
2.5	<p>In the first part of this question, please estimate the <b>number</b> of young people (aged 11-25) in London and/or Essex who will <b>directly</b> benefit from the work of the intern. We also ask you to explain what assumptions you have made to calculate this figure.</p> <p>In the second part of this question, tell us <b>how</b> young people (aged 11-25) in London and/or Essex would directly benefit. (300 words)</p>

	<p><u>Direct beneficiaries:</u> This should be the number of young people in London/Essex who you estimate will directly engage with, and benefit from, the work that your intern is undertaking. Direct beneficiaries should be closely linked to the intern's work and/or projects and so easy to count. Examples of direct beneficiaries could be young people who take part in your youth work sessions, or who receive training as a result of your intern post. The total number given should refer to all estimated direct beneficiaries across the full year of intern post funding. (Direct beneficiary estimates <b>should not</b> include number of social media followers/viewers).</p> <p>Please outline the ways young people will benefit. We appreciate that there may be different elements to this, for example: 100 young people may receive a one-off half-day training session organised by the intern's role, 50 young people may take part in weekly 2 hr activity sessions organised by the intern's role, or 10 young people attend a weekend residential organised by the intern's role.</p> <p>If this is the case, please indicate if the number of direct beneficiaries are likely to be unique, or if some young people attend multiple interventions.</p> <p>We appreciate this is not straight forward and thank you for taking the time to detail clearly - we are asking for this information to help us understand the depth as well as the breadth of this post, and the impact of it for your beneficiaries.</p>
2.6	<p>In the first part of this question, please estimate the <b>number</b> of young people (aged 11-25) in London and/or Essex who will <b>indirectly</b> benefit from the work of the intern and how they would benefit. We also ask you to explain what assumptions you have made to calculate this figure.</p> <p>In the second part of this question, tell us <b>how</b> young people (aged 11-25) in London and/or Essex would indirectly benefit. (300 words)</p> <p><u>Indirect beneficiaries:</u> These are young people who do not receive direct support from the intern's work but may still benefit from it. For example, young people outside of those directly involved in your programme who also get access to materials developed by your intern role</p> <p>Most projects are not designed around indirect beneficiaries, and so they are more difficult to measure precisely. Please only include if you have evidence of reach.</p>
2.7	<p>Please tell us what the intern will gain from this internship. (200 words)</p>

	We want to know what working for your organisation will do for a young intern - what they will gain and experience from the opportunity.
2.8	<p>The internship grant represents partial funding towards the salary costs to support a full-time post. Your intern's contract must be in line with your organisation's standard employment practices.</p> <p>Please confirm your organisation's standard working week in hours.</p>
2.9	<p>Please tell us the hourly rate you expect to pay your Jack Petchey Intern.</p> <ul style="list-style-type: none"> <li>• National Living Wage (set by UK government)</li> <li>• London Living Wage or Real Living Wage (set by Living Wage Foundation)</li> <li>• A rate between the NLW and LLW/RLW</li> </ul>
2.10	<p>Please provide details of where the intern's role will be based, including details of any outreach activities the role requires, and other venues where the work is undertaken, and any hybrid working available. Please note, roles that are entirely or predominantly home based or remote will not be considered for funding.</p> <p>We want the intern to gain experience in the workplace, with learning and development opportunities gained from working alongside colleagues. Therefore, <b>we will not consider</b> applications where the intern will be predominantly working from home/remotely.</p>
<p><b>Section 3: Line-management - this section should be completed by the person responsible for line-managing your intern.</b></p>	
3.1	<p>Please tell us about the line management structure for your intern. (100 words)</p> <p>We want to ensure interns have good support and guidance throughout their internships. Please tell us what the supervision and support arrangements will be for the intern, e.g. will they be solely line-managed by you or will there be a matrix structure with other colleagues having responsibility for assigning different pieces of work? Will the line-manager be based in the same location/office as the intern? Is the plan for you to manage them for the duration of their internship or is there likely to be a change of manager (e.g. if they will be working on a different project, or if there are known/planned changes to staffing and line management)? In the interest of stability and continuity for the intern, we expect that as far as possible, line management remains the same throughout the internship placement.</p>

3.2	<p>Please tell us about your approach to supporting and motivating a young intern and how, or if, this differs from managing other employees. (200 words)</p> <p>As this may be a young person's first job since leaving education or first job in the youth sector, we want to know what your approach would be to supporting and motivating them.</p>
3.3	<p>If successful, please tell us what your organisation will do in March 2026 when Jack Petchey Foundation funding for this role ends. (100 words)</p> <p>This programme awards one-year funding. It is not an expectation that successful organisations will continue to fund their intern's employment beyond our funding period. We are interested what your plans will be for the work or project that the intern will be undertaking once JPF funding for the intern ends. We are also interested in knowing about any support you might be able to provide the intern to find employment (either internally or externally).</p>
3.4	<p>Please submit a simple, short (maximum 3 minutes) video of the person who would line-manage the intern. We are particularly interested in their approach to line managing a young intern and how they will support the intern to maintain a high level of enthusiasm to learn, motivating them to excel in their internship and set and achieve their professional goals.</p> <ul style="list-style-type: none"> <li>- In their video, the line manager should cover: their role; their approach to managing the intern and how they would support the intern to maintain a high level of enthusiasm to learn, motivating them to excel in their internship and set and achieve their professional goals; what previous line-management experience they have to support this.</li> </ul> <p><b>Please include a link in your online application form so that we can view your video online, e.g. by <u>uploading it to Google Drive, You Tube, or DropBox</u>.</b> Please ensure that all sharing permissions are enabled.</p> <p><b>Please note that Vimeo does not work on our systems.</b></p> <p><b>Please note that we are unable to receive e-mails with video attachments.</b></p>
<p><b>Section 4: Financial Information</b></p>	
<p>This section is to provide practical information that will help us to ensure your organisation is well managed and has the infrastructure to deliver this internship successfully.</p>	
4.1	<p>Please tell us the year end of your most recent financial year (month and year).</p>
4.2	<p>What was your organisation's income and expenditure for the last three full financial years?</p>

	<p>This grant programme is only open to organisations with an annual income <b>over £150,000</b>. This is because we want to ensure that we are funding organisations with sufficient capacity and infrastructure to support an intern. <b>If your organisation has an income <u>less than £150,000</u> we will not be able to assess your application.</b></p> <p>Please indicate if the figures are audited or unaudited.</p>
4.3	Please tell us your current unrestricted reserves and restricted reserves.
4.4	<p>Please tell us what impact the recent economic situation has had on your financial position (e.g. inflation, utilities, staff costs, demand for services)? What steps are you taking to reach / maintain financial security over the next 12-18 months?</p> <p>We want to assure ourselves that you are confident that your organisation will be able to successfully and sustainably host the internship until at least March 2027. (150 words)</p>
4.5	Please confirm your organisation has a bank account in its own name and that two signatories are required.
<b>Section 5: Organisation Management</b>	
5.1	<p>Please describe your organisation's management structure. (200 words)</p> <p>We want to understand the support for both intern and their line manager within your organisation (including posts within the senior team, and where this intern role will sit within the structure).</p>
5.2	Please list the members of your Board and include a brief summary of their areas of expertise. (200 words)
5.3	Please tell us what year your organisation was established.
5.4	Please tell us how many full-time and part-time members of staff <b>are employed</b> by your organisation. (Please <b>do not</b> include freelancers or sessional workers).
<b>Section 6: Supporting Information</b>	
6.1	Please tell us if your organisation has received any funding from Jack Petchey Foundation previously.



6.2	Please tell us if your organisation is currently running the <a href="#">Jack Petchey Achievement Award scheme</a> .
6.3	Please tell us if your organisation has hosted a Jack Petchey Intern before.
	Please tell us the amount and year of previous funding received from Jack Petchey in the last five years (i.e. since 2021).

## Section 7: Supporting Documents

Please upload copies of the documents requested in section 7 to your application. If there are any explanatory points you want to make about any of these documents, please include in the comments box at the end of Section 7.

The list of documents required are:

- The following documents to help us have an up-to-date picture of your finances:
  - o 7.1 Latest annual report and accounts
  - o 7.2 Annual budget – please provide budget for the current financial year or, if you are approaching your next financial year and you already have a budget available, please provide that
  - o 7.3 Latest management accounts – please provide management accounts that are as recent as possible
- We will also ask you to upload the following documents:
  - o 7.4 Safeguarding Policy or Child Protection Policy
  - o 7.5 Equal Opportunities / Equality, Diversity and Inclusion Policy
  - o 7.6 Employers Liability Insurance
  - o 7.7 Public Liability Insurance
  - o 7.8 Health and Safety Policy
  - o 7.9 Data Protection Policy

## Section 8: Chief Executive/ Director's commitment to Jack Petchey Internship Programme

Please ensure that your organisation's Chief Executive / Director has read and agreed to this section. It is important that there is an understanding and commitment to the objectives and requirements of our programme and this section asks your Chief Executive / Director to indicate their understanding of the requirements of the intern's host organisation, as set out on pages 4-6 of this document.

Should an organisation be successful in securing a grant, but fail to meet these commitments to the programme, this could result in funding being withdrawn or the organisation not being successful in application to the intern programme in future years.

There is an opportunity to add any further explanatory comments you want to make in relation to your application in the comments box at the end of this section. Any notes you provide here should just be for clarification or explanation, and only if needed. (100 words)

Please provide your Chief Executive/Director's name and confirm that the information you have provided is accurate to the best of your knowledge.

## Completing and Submitting the Form

The application form is online and can be found via our Internship website page.

<https://www.jackpetcheyfoundation.org.uk/opportunities/internships/>

Once you start an application, you will be able to save the application form and return to complete it later, as many times as you like by logging back in with your email address and password. Once you have saved your application, you will receive an email with a link to resume the form. Therefore please ensure you can access this email and **make sure you can remember the email and password you just provided.**

Please note that you will not be able to include formatting in the application (e.g. bold, underlining, bullet points, etc). The maximum word count for each question appears when you start typing in the relevant text box.

Once you have completed the application to your satisfaction and uploaded the relevant documents, scroll to the bottom of the final page and click the 'Next' button. At this point you will be given an opportunity to review your application. If you are happy with this, please click on 'Submit' at the bottom of the review page.

**It is important to note that if you do not 'submit' the document we will not receive it.**

**All applications should be submitted by 9am on Monday 8 September 2025.**

You will receive an email confirming receipt of your application with a reference number. You will also be emailed a copy of your application.

**If you have any problems completing or submitting the application, please email us at [internprogramme@jackpetchey.org.uk](mailto:internprogramme@jackpetchey.org.uk) or call us on 0208 252 8000.**