



John Lewis Partnership Foundation Employability Fund

Winter 2025 Application Guidance Pack

Please use this document to assist you in making a successful application to the John Lewis Partnership Foundation Employability Fund.

John Lewis Partnership Foundation

Registered office: 1 Drummond Gate, Pimlico, London, SW1V 2QQ

Registered Charity number: Registered in England and Wales (1118162)

Registered Company number: Registered in England and Wales (06058796)



How to apply

Please apply via our google form [here](#). A list of the application form questions can be found at the end of this document.

Your organisation must be a UK registered charity, Community Interest Company, or an organisation that can demonstrate that their project is a charitable activity and **not** for profit.

What we fund

The John Lewis Partnership Foundation's Employability Fund works to provide sustainable employment for vulnerable people through grant-giving. We do this by supporting organisations who can deliver our purpose for the long term. Applications to this round are invited in the region of £50,000 in value.

Earlier this year we completed the merger of several Partnership charities and as a next step have commissioned a comprehensive review to consider the future direction of the new and exciting entity that is the John Lewis Partnership Foundation.

Whilst we are awaiting the outcome of the review the board have decided to run a targeted call for application to the Employability Fund.

Is your project eligible?

For this round of applications your project must deliver meaningful employability outcomes in the environmental or sustainability sectors in the UK in a location where John Lewis Partnership (JLP) has a presence. If the project for which you are applying is not located within the delivery catchment area of a JLP branch (see [here](#) and [here](#)), please check with the Trusts & Foundations team to ensure that the location fits with JLP's presence.

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- The project must be inclusive and deliver traineeships that seek to benefit people who are currently under-represented in the environment/sustainability sector.
- Projects must be a maximum of one year in duration.
- Projects that support employability and skills related to the environment, nature or sustainability will be prioritised.
- Projects which have a deep and lasting impact for beneficiaries will be prioritised.
- Trustees will prioritise applications whose organisational income is under £5 million in the previous financial year.

Additionally, we cannot fund:

- Religious organisations, where the donation is used to support a particular faith or belief. Applications could be considered if the organisation is undertaking charitable or community work where receipt of support is not conditional upon religious affiliation.
- Negatively discriminatory organisations in the allocation of their support according to race, sexual orientation, gender, religion, or disability.
- Political parties, or those acting with the express purpose of seeking changes to the law or political policy unless explicitly aligned with the strategy of the business.
- NHS or other public sector bodies for general running costs.
- Any organisation that, by association, could have a detrimental effect on the Foundation and/or JLP's goodwill or reputation.
- Projects that are courses (e.g. staff training), conferences, festivals, expeditions, overseas travel, fundraising events, receptions, lectures or respite breaks. It must not be for sponsorship, whether individual or group.

You also need to be able to demonstrate answers to the following:

- Chances of project success: What's the likelihood of success based on previous projects, background studies, and the proposed work plan?
- Employability outcomes: Can you demonstrate the increased likelihood of young people accessing and maintaining meaningful employment in the environmental or

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sustainability sector through the project for which you are seeking funding?

- Project management: Can you demonstrate how your project will be managed, benchmarked, and evaluated?
- Project finances: What is the proposed income and expenditure statement for the specific project that you are seeking funding for?
- Impact: What is the positive impact for the project beneficiaries?

Measuring our Impact - Connections

At the John Lewis Partnership Foundation, we measure our impact through Connections.

Connections happen when the Partnership gives time, money, space or goods to support people in the community via charity or other social impact activity.

We have developed a single metric that we can use to track our Social Impact across all of our programmes. We measure Connections which will help us to demonstrate the role that the Partnership is playing in advancing the happiness of the communities we work with.

A direct community connection is defined as one connection per beneficiary.

Example: the project you have asked us to fund provides work placements for 20 people. Therefore, the number of connections is 20.

Outcomes

The Board will hold a meeting to decide whether or not your funding request has been successful. The result of your application will be communicated to you as soon as possible, within eight weeks of the meeting.

For any queries please contact trustsandfoundations@johnlewis.co.uk.

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Application Questions

1. Name of organisation, postal address, phone number, website, name of contact, phone number, email address.
2. Legal status of organisation, registered charity/company number, names and role titles of all directors/trustees, number of employees and volunteers.
3. Organisation's gross annual income, connections to the John Lewis Partnership including Waitrose & John Lewis.
4. Please tell us about your organisation's mission and objectives, and how they meet this specific environmental and sustainability focused funding criteria. (Maximum 2200 characters)
5. Please detail your past record in delivering traineeships that seek to benefit people who are currently under-represented in the environment sector. (Maximum 2200 characters)
6. Please give a brief outline of the project or initiative for which you're seeking funding, its duration and location. Please explain any links to previous project(s) funded by the John Lewis Partnership Foundation (previously the John Lewis Foundation). (Maximum 500 words.)
7. How much money are you applying for?
8. Please share details of any funding already secured for this project.
9. Please describe how any grant money would be spent.
10. Please tell us about how the project will be managed.
11. Who will benefit from your project?
12. How will you measure the success of your project? The Foundation is interested in details such as the metrics you will apply, the evaluation and reporting frameworks, and the time periods etc. Please list a minimum of three. Please list the Output and Outcome for each objective.
13. How many direct connections would you estimate to make through this funding?
14. In order to be considered, all applications must be accompanied by the following supporting documents:
 - A copy of your organisation's most recently audited accounts.
 - An income and expenditure schedule for your organisation for the current year.

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- A proposed income and expenditure statement for the specific project that you are seeking funding for.
- Written confirmation signed by the CEO of your organisation confirming that DBS Checks (PVG in Scotland) have been and will be carried out on all staff and volunteers working with children or vulnerable adults.
- A copy of your organisation's whistleblowing policy, signed by the CEO guaranteeing that the policies are current and effective.
- A copy of your organisation's safeguarding policy, signed by the CEO guaranteeing that the policies are current and effective.
- Please provide aggregated and anonymised reporting on any safeguarding incidents (reported or unreported) over the past 5 years, and any fraud incidents over the last 5 years.
- Any other information that you would like to include in support of your application. Please keep this to less than two pages.

15. Declaration

Once you have submitted the application form, please email the supporting documents to trustsandfoundations@johnlewis.co.uk using the email subject of:

"ORGANISATION NAME: JLPF Employability Fund Supporting Documents".

Each document should also be titled with your organisation name and the support document name. For example:

Email Subject Line: "Charity101: JLPF Employability Fund Supporting Documents"

Document Name: "Charity101: Most Recently Audited Accounts"

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