★ AWARDS FOR ALL

England

You must only use the latest version of Acrobat Reader to fill out this form. Do not use Preview or any other application.

BIG LOTTERY FUND

Application form

Awards for All England

▶ Before you start filling in this form make sure you have read the guide for applicants carefully.

▶ There are also help notes next to each question that explain how to answer it.

▶ For some questions we have a maximum number of characters that you can use in your response, to give you an idea of the amount of detail we need. You may well be able to answer these questions in fewer characters than the maximum.

▶ We update our programmes from time to time, so if you have had this form for more than three months, contact us or visit our website to check that you have the most up-to-date version. We published this version in March 2012.

If you have any questions or communication needs (such as Braille or large print, screen reader, audiotape, sign language or a community language) please:

● call our advice line: 0845 4 10 20 30

● send us an email: general.enquiries@awardsforall.org.uk

● contact us using a textphone if you have a hearing impairment: 0845 6 02 16 59.

There are different Awards for All guidance notes and application forms for Northern Ireland, Scotland and Wales. These are available from the website or advice line.

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Awards for All application checklist

Awards for All Advice Line 0845 4 10 20 30 general.enquiries@awardsforall.org.uk

It is important that you work through this checklist before you start completing the Awards for All application form.

This checklist has been designed to help you decide if Awards for All is right for your project or organisation, before you go to the time and expense of submitting an application. The checklist also helps us as it reduces the number of ineligible applications we need to process, which means we can keep our costs down and give more money out in grants.

Part one – You must be able to answer yes to one of the options in Part one to apply

Is your group a:	Yes	No
● voluntary or community organisation? (including if you are a registered charity or company)	☐	☐
● school?	☐	☐
● health body?	☐	☐
● parish or town council?	☐	☐

If you answered no to all of the above then your organisation is not eligible to apply to Awards for All. Awards for All cannot fund organisations which make a profit, councils or individuals. Please check the Who can apply section of our guidance notes or contact us on the advice line above if you need clarification.

Part two – You must be able to answer yes to all of Part two to apply

Does your group:	Yes	No
● have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)? This must be in the name of the organisation applying, unless you are a school.	☐	☐
● have at least three members on its governing body or board of directors?	☐	☐

About your project:	Yes	No
● is your application for between £300-£10,000?	☐	☐
● is your project start date at least three months from the date you will send us this application or is it flexible?	☐	☐
● will your project be completed within 12 months of receiving a grant?	☐	☐

If you answered no to any of the above, we may not be able to fund your project. Please refer to 'Who can apply' in our 'Guide for applicants', or contact us on the advice line above.

Part three – You must be able to answer no to all of Part three to apply

Is your application for:

	Yes	No
● a project we have given funding for in the last three years?	☐	☐
● a project which is part of your normal work (this includes regular and repeat activities), unless it is more than three years since those activities or events have taken place, or they have been developed, for example they are to be run with new beneficiary types or in a new area?	☐	☐
● a project primarily to increase participation in sports, heritage or arts (in which case we suggest you look at the Other small Lottery grants page on the Awards for All England website)?	☐	☐
● ongoing staff costs (including salaries of permanent or fixed term staff)?	☐	☐
● activities that will happen or start before we confirm our grant (which for successful applications is normally about 3 months from the date you submit your application)?	☐	☐
● any costs you incur when putting together your application?	☐	☐
● day-to-day running costs of your organisation (for example, utility bills, council tax, rent or insurance)?	☐	☐
● contingency costs?	☐	☐
● a project which includes land or building work costing more than £25,000 (including VAT)?	☐	☐
● feasibility studies for building projects that will cost more than £25,000 (including VAT)?	☐	☐
● land or building projects where the ownership or lease is not yet in place?	☐	☐
● fundraising activities for your organisation or others?	☐	☐
● items that mainly benefit individuals (for example, equipment that is not shared)?	☐	☐
● items that are purchased on behalf of another organisation?	☐	☐
● loans or interest payments?	☐	☐
● endowments (to provide a source of income)?	☐	☐
● political or religious activities?	☐	☐
● a project or activities that the state has a legal obligation to provide?	☐	☐
● projects that you cannot maintain because of high ongoing costs or the need for specialist skills?	☐	☐
● a project that cannot be completed within 12 months of receiving a grant?	☐	☐
● the purchase of alcohol?	☐	☐
● routine repairs and maintenance?	☐	☐
● used vehicles?	☐	☐
● VAT that you can recover?	☐	☐

If you answered yes to any of the above, we may not be able to fund your project. Please check our guidance notes for further information or contact us on the advice line on page 2.

Part one – About your organisation

1. What is your organisation's name and address?

Organisation legal name

Does your organisation use a different name in your day to day work?

No ☐   Yes ☐

What other name do you use?

Organisation registered address

Postcode

2. What type of organisation are you?

Voluntary or community organisation ☐

School ☐   Health body ☐   Parish or town council ☐

3. Organisation details

a) Charity Number (if applicable)

b) Company Number (if applicable)

c) DfE Number (if applicable)

d) When did your organisation start?   Day ☐ Month ☐ Year ☐

e) How many people are on your organisation's governing body or board of directors?

f) What is your VAT status?   VAT registered ☐   Not VAT registered ☐

What is your VAT registration number?

g) Are you a branch of a larger organisation? No ☐   Yes ☐

If yes, what is the name of the larger organisation?

What is the address of the larger organisation?

Postcode

Question 1

Give the full name as it appears on your governing document.

Tell us your organisation's main or registered address, including postcode.

Question 2

Please tick one box only.

We explain what we mean by voluntary and community organisations on page 7 of our Guide for applicants.

Question 3

Please provide your charity, company or DfE number if applicable.

DfE stands for Department for Education.

Give the total number of people currently on your governing body or board of directors. Refer to 'Who can apply' in our Guide for applicants for further clarification.

If you are a branch of another organisation that has management and financial control over you they may have some legal responsibility if we give you a grant.

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h) Are there any restrictions on who can join your organisation? No ☐ Yes ☐

If yes, what are they and why do you have them?
You can write up to 400 characters with spaces (about 50 words)

[ ]

4a. What is the main email address for your organisation?

This should be the email address people use to contact your organisation?

[ ]

4b. Does your organisation have a website?

No ☐ Yes ☐

If yes, what is your website address?

[ ]

5. Does your bank or building society account meet our requirements?

No ☐ Yes ☐

Bank or building society name

[ ]

Bank or building society address

[
Postcode]

Account details

Organisation name on statements or passbook

[ ]

Is this the same as on your governing document?

No ☐ Yes ☐

Account number

[ ]

Sort code

[ ]

Building society roll number, if applicable

[ ]

Address your bank or building society has for your organisation for this account

[
Postcode]

If your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not. We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership.

Question 5

Your account must be in the name of the organisation that is applying for a grant and will carry out the project.

We require at least two people to sign each cheque or authorise a withdrawal (including debit card or internet purchases and cash withdrawals). If any signatories are related or live at the same address we will need written confirmation from your bank or building society that these people cannot authorise the same payments. If you are a school, a local authority bank account is acceptable.

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6. Provide a summary from your most recent accounts

Are the figures below:

- information from the latest accounts approved by your organisation? ☐

or

- a projection because your organisation has been running less than 15 months? ☐

Account year ending: dd/mm/yyyy ☐ ☐ ☐

Total income for the year (A) £ _____

Total expenditure for the year (B) £ _____

Surplus or deficit at the year end (A–B) £ _____

Total savings or reserves at the year end £ _____

Have your accounts been independently audited?

No ☐   Yes ☐

7. Who is the main contact for this application?
(This MUST be a member of your group.)

Title ☐   Forenames (in full) _____

Surname _____

Position in organisation _____

Date of birth: dd/mm/yyyy ☐ ☐ ☐

Home address _____

Postcode _____

Have they lived at this address for the last three years?

No ☐   Yes ☐

If no, give their prevous home address.

Postcode _____

Landline number (or text phone) _____

Second contact number (or text phone) _____

Email address _____

Question 6

The Charity Commission has published useful information on accounting and reporting at: www.charitycommission.gov.uk/Charity_requirements_guidance/Accounting_and_reporting/

If you're a registered charity we'll expect you to follow this guidance but if you are not, you may still find it helpful.

If your organisation has been running for less than 15 months, please provide a 12-month financial projection for the year when you will spend the grant. Please include the amount you are requesting from Awards for All in your projection.

This should include all the income your organisation has received and all items of expenditure for your last financial year. For schools it should include your whole school budget.

Question 7

This must be the person that submits the application. They should be someone from your organisation who can talk about your project and we can contact during office hours. They must be over eighteen years old. For schools, someone who is directly employed by the school must submit the application (for example, a teacher or administrator).

The date of birth and home address helps us prevent and detect fraud.

You must provide a landline telephone number.

Which address should we use to notify you of our decision?

The main organisations address in question 1 ☐

or

The address in this question. ☐

Do you have any communication needs?   No ☐   Yes ☐

If yes, what are your communication needs?
You can write up to 200 characters with spaces (about 20 words)

8. Who is the senior contact for this application?

- For voluntary and community organisations this must be your chair, secretary, treasurer or a senior member of your governing body. ☐

- For companies this must be a director or the company secretary. ☐

- For organisations that are both a registered charity and a company, this must be a director or the company secretary. ☐

- For schools this must be your head teacher. ☐

- For parish and town councils this must be your clerk to the council. ☐

- For health bodies this must be your chief executive or director. ☐

Title ☐   Forenames (in full) ☐

Surname ☐

Position in organisation ☐

Date of birth: dd/mm/yyyy ☐ ☐ ☐

Home address

Postcode

Have they lived at this address for the last three years?

No ☐   Yes ☐

If No, give their prevous home address.

Postcode

Read these help notes

Tick one box only.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

Question 8

By voluntary and community organisations we mean: registered and unregistered charities, companies or unincorporated associations that are not-for-profit, co-operatives, friendly societies and industrial and provident societies.

The senior contact must not be the same as the main contact in question 7.

They must be over eighteen years old.

The date of birth and home address helps us prevent and detect fraud.

Landline number (or text phone)

Second contact number (or text phone)

Email address

If we need to write to them, which address should we use?

The email address in this question

or

The address in this question.

Does your senior contact have any
communication needs?   No   Yes

If yes, what are they?

You can write up to 200 characters with spaces (about 20 words)

Part two – About your project

9. What is the name of your project?
You can write up to 70 characters with spaces (about 10 words)

10. What project or activities do you want us to fund?
You can write up to 2,500 characters with spaces (about 300 words)

11. When will your project take place?

▶ Your start date should be at least three months after you send us your application.

▶ Your end date must not be more than 15 months after you send us your application.

Start date:
dd/mm/yyyy

End date:
dd/mm/yyyy

Is your start date:

Fixed   Flexible

9

12a. Where are the people who will benefit from your project based?

Local authority area

Full postcode

12b. Where will your project take place?

Give the location of the places where your project will happen.

- If your project will take place at (or be run from) a single location, enter its postcode, put 100 per cent and select it as the main location.
- If your project will take place at (or be run from) a number of locations, enter more rows and estimate a percentage for each one. Then select one postcode as the main location.
- If the location doesn't have a postcode, use one for a nearby building.

You can enter up to five locations in the table. If there are more than this select the top five

Building name (or number) in street	Postcode	% per location	Main location

13. How much will your project cost?

a) How much will each item or activity cost and how much do you want from Awards for All?

Item or activity	A Total cost	B Amount requested from Awards for All
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Totals	**£**	**£**

Question 13 a)

List all of the individual items or activities that make up your project.

Provide a breakdown for each item if necessary. For example, don't just put furniture, list the different items:
5 tables
30 chairs
5 desks

Include everything you will need for the project, even if you are not asking us to fund it.

Give the total cost of each item or activity in column A and put how much you want from us in column B.

If you want us to fund all your project costs then the figures in column A and column B will be the same.

You must not include any VAT that you can claim back from HM Revenue and Customs.

The total requested from Awards for All must be between £300 and £10,000.

Please check that you have added up the totals correctly.

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b) If the total in column A is higher than the total in column B, where is the rest of the funding coming from? You can write up to 800 characters with spaces (about 100 words)

c) How have you worked out your costs? You can write up to 800 characters with spaces (about 100 words)

14. Does your project involve work on land or a building, including refurbishment?

(You MUST own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least five years).

No ☐   Yes ☐

If yes, you must answer both a) and b) below

a) Does your organisation:

own the freehold of the land or building ☐

or

hold a lease of at least five years that cannot be ended by the landlord? ☐

b) Is planning permission needed for your project?

Planning permission is not required ☐

or

Planning permission is required and has been granted ☐

Part three – The difference your project will make

15(a). Why is your project needed?
You can write up to 1,500 characters with spaces (about 200 words)

15(b). What evidence do you have to show that your project is needed? How have you consulted with the people who will benefit from your project and what did you find out?
You can write up to 1,500 characters with spaces (about 200 words)

16(a). How will you promote and publicise your project?

You can write up to 1,200 characters with spaces (about 150 words)

16(b). How will your project actively seek to involve as wide a range of people as possible?'

You can write up to 1,200 characters with spaces (about 150 words)

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17. What is the change or difference your project is going to make?

Tick the outcomes that reflect the change or difference your project will make.

Your project must meet at least one of the outcomes to be considered for a grant, but you don't have to tick all four boxes. Only tick the outcomes your project will help to achieve.

☐ **People have better chances in life** – with better access to training and development to improve their life skills.

☐ **Stronger communities** – with more active citizens working together to tackle their problems.

☐ **Improved rural and urban environments** – which communities are better able to access and enjoy.

☐ **Healthier and more active people and communities.**

Tell us in your own words how your project will meet each of the programme outcomes you have ticked.
You can write up to 3,000 characters with spaces (about 400 words)

Read these help notes

Question 17

Our outcomes are the changes or differences that we want our funding to achieve.

Tell us in this section the difference or change you intend your project to make.

Think about the change or difference your project will have on the local community or target beneficiaries.

Don't just repeat the programme outcomes using different words. Think about how the change or difference your project is going to make reflects our outcomes.

18. Does your project involve work with children, young people under the age of 18 or vulnerable adults?

No ☐ Yes ☐

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund

- review your safeguarding policies at least every year

- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references

- check criminal records at least every three years

- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults

- provide child protection and health and safety training or guidance for staff and volunteers

- carry out a risk assessment, if appropriate

- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements?

No ☐ Yes ☐

If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as OFSTED or the Care Quality Commission) please give details below, including any reference numbers.

[ ]

19. Do you have any of the following?

a) Public liability insurance No ☐ Yes ☐

b) Leaders' qualifications No ☐ Yes ☐

c) Affiliation to a governing body No ☐ Yes ☐

d) Other insurance No ☐ Yes ☐

If you answered yes to any of the above, please give more details.
You can write up to 1,200 characters with spaces (about 150 words)

[ ]

Question 18

It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may ask to inspect at any time.

We may seek further information from any bodies you are registered with, or inspected by.

Question 19

Please answer a) to d).

Depending on the type of project, you may need public liability insurance or qualified leaders.

Public liability insurance is required for any public events.

If your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors.

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Part four – Beneficiary monitoring

We want you to tell us who will mostly benefit from your project. When answering each question you should consider the makeup of the population in the area where you are delivering your project and who you think is most likely to use or get involved in it. If you tick 'No', this means that you don't expect any group or groups will benefit more than other groups listed. If you tick 'Yes', this means that your project will be particularly relevant to some of the groups listed.

We primarily ask these questions to understand the spread of our funding. There are no model answers. The information you give us will depend on what your project is for.

We will cross-reference the information you provide against other information supplied in your application form. If there are any inconsistencies we may follow this up with you.

20. Ethnic background

Will your project mostly benefit people from a particular ethnic background?

No ☐ Go to 21   Yes ☐ Tick up to three boxes below

The list of ethnic backgrounds we use is taken from the 2011 Census. Remember that everyone has an ethnic background.

White

☐ English/Scottish/Welsh/Northern Irish/UK

☐ Irish

☐ Gypsy or Irish Traveller

☐ Any other White background

Mixed/Multiple ethnic groups

☐ Mixed ethnic background

The category 'mixed ethnic background' should only be selected if your project will mostly benefit people whose parents are of two or more ethnic backgrounds. It should not be selected if your project will benefit people from a range of ethnic backgrounds.

Asian/Asian UK

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Chinese

☐ Any other Asian background

Black/African/Caribbean/Black UK

☐ African

☐ Caribbean

☐ Any other Black/African/Caribbean background

Other ethnic group

☐ Arab

☐ Any other ethnic group

21. Gender

Will your project mostly benefit people of a particular gender?

No ☐ Go to 22   Yes ☐ Tick one box below

☐ Male

☐ Female

22. Age

Will your project mostly benefit people from a particular age group?

No ☐ Go to 23   Yes ☐ Tick up to two boxes below

☐ 0-24 years

☐ 25-64 years

☐ 65+ years

23. Disability

Will your project mostly benefit disabled people?

No ☐   Yes ☐

The category 'disabled people' should be selected if your project will mostly benefit people with a physical, mental, learning, sensory or cognitive impairment.

24. Religion or belief

Will your project mostly benefit people of a particular religion or belief?

No ☐ Go to 25   Yes ☐ Tick one box only below

☐ No religion

☐ Christian

☐ Buddhist

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☐ Other religion

25. Sexual orientation

Will your project mostly benefit lesbians, gay men or bisexual people?

No ☐   Yes ☐

Please complete the checklist in Part five before sending us your application.

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Data Protection

If you have applied for, or hold a grant with us then we will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes.

We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering. You can obtain further details explaining how the information held by fraud prevention agencies may be used from our Head of Information Governance, by emailing dataprotection@biglotteryfund.org.uk or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Head of Information Governance, Big Lottery Fund, 1 Plough Place, London, EC4A 1DE.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. Your signatures on this form confirm that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000, and that you accept that as long as our actions conform to the relevant law we will not be liable for any loss or damage that you suffer as a result of us fulfilling our obligations.

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Part five – Finishing your application

You must tick **all** the boxes below to confirm that:

☐ You have answered all the relevant questions in this application form.

☐ You (the main contact named in question 7 of this application form) are authorised to apply for a grant from us (the Big Lottery Fund) on behalf of your organisation.

☐ You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.

☐ Your organisation meets our eligibility requirements set out in our Awards for All Guide for applicants under 'Who can apply' and has the legal power to set up and deliver the project described in this application form.

☐ If we make you a conditional offer you will send us the relevant documents set out in our Awards for All Guide for applicants under 'What we will ask you to send us' within 20 working days and you accept that we may withdraw any conditional grant offer if you do not.

☐ You understand and accept our obligations under the Data Protection and Freedom of Information Acts set out in our Awards for All Guide for applicants and on page 19 of this application form.

☐ You are able to comply with the Awards for All terms and conditions of grant, which are available on our website www.awardsforall.org.uk

Please go to Part six.

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Part six– Sending us your application

We prefer to receive applications by email but we will also accept them by post. When your application form is complete, email it to:

englandapplications@awardsforall.org.uk

Please put the name of your organisation in the subject field of your email. You will receive an automatic email from us confirming that we have received your application.

Or send your application to:

Awards for All England applications
Big Lottery Fund
2 St. James Gate
Newcastle Upon Tyne
NE1 4BE

Please do not send any other documents or a covering note. If we need more information we will ask you for it during our assessment.

☐ We would like to send information about the Big Lottery Fund and other Lottery good causes to your named main contact. If you do not consent to receive this information please tick the box.

☐ We should be grateful if you would help us improve our customer service by taking part in activities such as market research, surveys or product testing. If you do not consent to take part in these activities, please tick the box otherwise we may pass your details on to organisations who do this work for us.

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