

★
**AWARDS
FOR ALL**



England



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.

About this form

If you have downloaded this form from our website or received it by email you can type directly into it and save your answers.

You should save the form to your own computer first and you must have the latest version of Adobe Reader installed. Download it free here.

<http://get.adobe.com/uk/reader/>

We have produced an Adobe Reader help note, which you can get from our advice line.

You must not change any of the questions or alter any part of the form. If you do, we will not accept your application.

If you are using a paper form please write clearly in black ink or type.

Do not use correction fluid, as your application will be returned.

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)	<input type="checkbox"/>	<input type="checkbox"/>
● school?	<input type="checkbox"/>	<input type="checkbox"/>
● health body?	<input type="checkbox"/>	<input type="checkbox"/>
● parish or town council?	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
● have at least three members on its governing body or board of directors?	<input type="checkbox"/>	<input type="checkbox"/>
About your project:		
● is your application for between £300-£10,000?	<input type="checkbox"/>	<input type="checkbox"/>
● is your project start date at least three months from the date you will send us this application or is it flexible?	<input type="checkbox"/>	<input type="checkbox"/>
● will your project be completed within 12 months of receiving a grant?	<input type="checkbox"/>	<input type="checkbox"/>

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?	<input type="checkbox"/>	<input type="checkbox"/>
● 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?	<input type="checkbox"/>	<input type="checkbox"/>
● 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)?	<input type="checkbox"/>	<input type="checkbox"/>
● ongoing staff costs (including salaries of permanent or fixed term staff)?	<input type="checkbox"/>	<input type="checkbox"/>
● 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)?	<input type="checkbox"/>	<input type="checkbox"/>
● any costs you incur when putting together your application?	<input type="checkbox"/>	<input type="checkbox"/>
● day-to-day running costs of your organisation (for example, utility bills, council tax, rent or insurance)?	<input type="checkbox"/>	<input type="checkbox"/>
● contingency costs?	<input type="checkbox"/>	<input type="checkbox"/>
● a project which includes land or building work costing more than £25,000 (including VAT)?	<input type="checkbox"/>	<input type="checkbox"/>
● feasibility studies for building projects that will cost more than £25,000 (including VAT)?	<input type="checkbox"/>	<input type="checkbox"/>
● land or building projects where the ownership or lease is not yet in place?	<input type="checkbox"/>	<input type="checkbox"/>
● fundraising activities for your organisation or others?	<input type="checkbox"/>	<input type="checkbox"/>
● items that mainly benefit individuals (for example, equipment that is not shared)?	<input type="checkbox"/>	<input type="checkbox"/>
● items that are purchased on behalf of another organisation?	<input type="checkbox"/>	<input type="checkbox"/>
● loans or interest payments?	<input type="checkbox"/>	<input type="checkbox"/>
● endowments (to provide a source of income)?	<input type="checkbox"/>	<input type="checkbox"/>
● political or religious activities?	<input type="checkbox"/>	<input type="checkbox"/>
● a project or activities that the state has a legal obligation to provide?	<input type="checkbox"/>	<input type="checkbox"/>
● projects that you cannot maintain because of high ongoing costs or the need for specialist skills?	<input type="checkbox"/>	<input type="checkbox"/>
● a project that cannot be completed within 12 months of receiving a grant?	<input type="checkbox"/>	<input type="checkbox"/>
● the purchase of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
● routine repairs and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
● used vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
● VAT that you can recover?	<input type="checkbox"/>	<input type="checkbox"/>

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 name

Organisation 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?

Month

Year

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

f) 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

g) 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)

Read these help notes

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.

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.

4. 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

If yes, please give details of the bank or building society account into which we would pay the grant:

Name of the bank or building society you hold an account with

Your account name (the organisation name on your statements)

Sort code Account number

Building society roll number (if appropriate)

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 £

Read these help notes

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.

Question 6

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.

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 organisation 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

Address

 Postcode

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)

Read these help notes

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 address helps us prevent and detect fraud.

You must provide their home address unless you are a school, health body or town or parish council, in which case we will accept a business address.

You must provide a landline telephone number.

Tick one box only. We may not need to write to your senior contact but in case we do, tell us if they would prefer email or letters.

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

Part two – About your project

9. What is the name of your project?

You can write up to 80 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

Read these help notes

Question 9

Give us a short title that we could use for publicity purposes. Try to make it unique to your project.

Question 10

Describe your project. By 'project' we mean the event or activities you plan to carry out using our grant.

Be specific about what you will do, how you will do it and what you would spend the grant on.

There is more detailed information about what we will and will not fund on page 9 of the guide for applicants. Read this carefully to check that we can fund what you want to do.

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

Local authority area

Full postcode

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
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Totals	£ <input type="text"/>	£ <input type="text"/>

Read these help notes

Question 12

Tell us the local authority area and postcode where the people who will benefit from your project are based.

If the people who will benefit are from a number of places, give the local authority area and postcode where the most people will benefit.

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.

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

Read these help notes

Question 13 b)

If you need to raise funds from other sources you must be able to show that you will be able to do this and it will not affect your project or cause a delay.

Let us know if you have already raised some funds or plan to use reserves or savings.

If you have applied to other funders but have yet to hear from them tell us who they are and when you expect a decision. If you want us to fund all your project costs and are not contributing any funding from other sources put not applicable.

Question 13c)

Make sure the costs are accurate and based on quotations where possible.

Question 14

We may need you to send further information about land ownership if we offer you a grant.

If you need planning permission, you must have it before you apply.

We may need you to send confirmation that planning permission is not required, or that it 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)

Read these help notes

Question 15(a)

Make sure you:

Tell us about the problems or issues your group aims to address.

Question 15(b)

Examples of the types of evidence you might use are:

- ▶ Organising a meeting that anyone interested in your project can come to.
- ▶ Carrying out a survey of people who use your service or those who might use it.
- ▶ Keeping a waiting list of people who want to get involved in your activities or use your service.
- ▶ Finding out if there is a lack of your type of facility, service or activities in the local area and whether people would use it if it was available.
- ▶ Researching any statistics about the people who would benefit from your project.
- ▶ Finding out if your project supports any local or national strategies.
- ▶ Evaluating previous projects or seeking feedback on a pilot project.

A consultation can include community surveys, focus groups and public meetings; the findings should be less than two years old.

If you can't consult with the people that you want to help, tell us why.

We also want to know how:

- your project has been influenced by what people have told you
- you know that the people you want to help will use your project.

WEB

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)

Read these help notes

Question 16(a)

Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.

Question 16(b)

If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to tackle it. If your project will involve the wider community tell us how. If you plan to restrict who can take part in your project you should explain why, so that we can consider if this is acceptable.

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)

Read these help notes

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.

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

White

- English/Scottish/Welsh/Northern Irish/UK
- Irish
- Gypsy or Irish Traveller
- Any other White background

Mixed/Multiple ethnic groups

- Mixed ethnic background

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

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

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

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.

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

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.
- 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.

Read these help notes

To apply for a grant from Awards for All you must tick all the boxes.

Make sure that your governing body or board of directors know about this application and have agreed that you can send it to us.

You must be able to comply with our terms and conditions if we offer you a grant. You should check that you can before you apply.

You can get a copy of our terms and conditions of grant from our website www.awardsforall.org.uk or you can phone or email us and we will send them to you.

Before you apply, make sure you can provide all the information we may ask for if we make a conditional grant offer. This is explained in 'What we will ask you to send us' in our guide for applicants.

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.