



# AWARDS FOR ALL

## Northern Ireland



URN  
Office use only

Welcome to the Big Lottery Fund's Awards for All Programme in Northern Ireland.

Please contact us on 028 9055 1455 (text phone 028 9055 1431 - for those with a hearing impairment) to discuss any specific communication needs you may have.

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 computer first and you must have the latest version of Adobe Reader installed. 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 may be returned.

If you have had your application form and guidance notes for more than three months, please contact us or visit our website to check you have the most up-to-date version as we review them from time to time. If you send us an out of date form, we may not be able to consider it, but we will send you a new one to complete.

Please send your completed application form to:

Big Lottery Fund  
Awards for All programme  
1 Cromac Quay  
Cromac Wood  
Ormeau Road  
Belfast  
BT7 2JD

This form should be used with the guidance notes published in April 2010.

## Application form

### Making awards of between £500-£10,000

# Awards for All – Application form

The following checklist provides a summary of the information that you must send us. Once you have completed your form, please check through the following list and include all the relevant documents when you send us your application. Make sure that you tick each box that is relevant to your application and send us any additional information.

## Checklist

### Application checks:

We have answered all the questions on the form.

The amount requested in question 13, page 8 is for between £500 and £10,000

The main contact named in question 2 has signed the declaration on page 10.

A senior person from our organisation (not the main contact from question 2) has signed the grant agreement on page 20.

### Attachments:

We have enclosed any supporting documents, for example, quotations, costings, leases or evidence of statutory approvals.

We have made a copy of this application to keep for our reference.

We are a voluntary and community organisation and have enclosed:

- our governing document or set of rules
- our latest annual accounts or statement of projected income and expenditure
- three consecutive pages of original UK bank or building society account statements with the most recent being no older than three months
- a completed UK bank or building society account details form that has been stamped and signed by our bank or building society

We are a statutory organisation and have enclosed one original UK bank or building society statement that is not more than three months old.

If you do not send us all the information we require we will not be able to process your application. We will write to you asking for the missing information and give you 10 working days to send it to us. If we do not receive all of the missing information by the deadline, we will not be able to assess your application and will withdraw it.

You will normally hear our decision within three months of us receiving your complete application, **although it will take longer if your application is incomplete**. Please remember this when you apply.

The questions in this application form allow us to gather the minimum amount of information we need to be able to make a decision about funding for your proposed project. We have given you extra guidance where we think it will help.

Remember to use this checklist to ensure your application is complete.

# About your organisation

## Q1 Your organisation

Name of your organisation, school or body as it appears on your governing document or set of rules.

Address of your organisation, school or body (this may be where the organisation is based or where activities take place), including full postcode.

Postcode	

Website address

Email address

### Type of organisation (please tick)

Statutory organisation

Which type of statutory organisation are you?

If you are a school, give us your school reference number

Organisation recognised by HM Revenue and Customs in Northern Ireland as charitable for tax purposes

Charity registered in England and Wales

Charity registered with the Office of the Scottish Charity Regulator

Company Limited by guarantee

Unregistered community organisation/club/society

Other

Please give details

Please provide your charity or tax registration number

When did your organisation start? Month

Year

We will consider funding statutory organisations, for example, schools and other education bodies, councils and health bodies, that can show that they are carrying out new projects, which are:

- for activities that the government **does not** have a legal obligation to provide
- in addition to existing funding, and
- not already supported by funding from taxes.

Statutory organisations do not need to send us a governing document.

If you are a branch of, or related to, a larger organisation, tell us which one.

Tell us what your organisation does. (Maximum 200 words)

## Q2 Main contact for this application

This must be someone from your organisation who can talk about your project and can be contacted during normal office hours. **This person must also sign on page 10.**

Title

First name

Surname

Position held in organisation

Home address including postcode. If you are a statutory organisation, please give us a business address.

Postcode

Date of birth

Email address

Telephone/Textphone

Day

Evening

Contact address (if different from address above) where all correspondence will be sent.

Postcode

If you have any specific communication needs, tell us what they are.

Textphone

Sign language

Other language (please specify)

Other

If you are a branch of another organisation it may have some legal responsibility if we give you a grant. You can find more information about branches on page 9 of the guidance notes.

This will give us a better understanding of what your organisation does and how your project fits in with your day-to-day work.

# About your project

## Q3 What is the name of your project?

## Q4 When do you expect your project to happen?

Start date (day/month/year)

End date (day/month/year)

Are these dates flexible?

Yes  No

## Q5 Tell us about your project.

(Maximum 200 words)

## Q6 Explain how you know that people in your community want this project.

(Maximum 200 words)

## Q7 Tell us the number of people you expect to benefit from your project.

## Q8 What ages will they be? (Tick the boxes that apply)

0 - 18  19 -24  25-64  65 and over  All ages

Remember that it will take up to three months from when we receive your complete application for you to hear a decision. You should allow at least four months between the date you apply and your project start date.

Remember you can only hold one award at any one time. The guidance notes give you more information on page 12.

Be specific about what you will do and how you will do it.

Tell us what evidence you have collected, for example, a community audit, questionnaires, surveys.

You can give us an estimate if you do not know the exact number.

**Q9 Does your project involve work with children, young people under the age of 18 or vulnerable adults?**

Yes  No

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
- renew criminal records checks 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?

Yes  No

If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as a Health and Social Care Trust) please give details below, including any reference numbers.

**Q10 What, if any, special safety issues are related to your project?**

Tick the relevant boxes if your organisation has any of the following:

Public liability insurance  Other insurance (give details)

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.

These could relate to participants, organisers and the general public.

**Q11 Tell us how your project will meet the Awards for All aims.**

(Maximum 200 words for each aim)

1. Bring people together and increase community activity.

2. Involve more people in a wide range of community activities.

3. Increase skill and activity.

4. Improve quality of life.

Make sure you tell us about your project and not your organisation.

Your project must meet at least one of the aims.

The more aims that your project meets the more likely you are to receive an award.

The guidance notes give you more information about each aim on page 6.

**Q12 If your project meets any of the Awards for All priorities tell us how.  
(Maximum 200 words)**

The guidance notes give you more information about the priorities on page 7.

**Q13 How much is your project going to cost and how much do you need from Awards for All?**

Item or activity	A Total cost of each item or activity	B How much you need from Awards for All
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Totals</b>	£	£

Give as much detail as you can.

You must send us the quotations that you have based your costs on.

Give the total cost for each item or activity in column A.

Tell us how much you need from us in column B. The total for column B must be between £500 and £10,000.

If the total in column A is more than the total in column B, where is the rest of the funding coming from?

Has it been secured? Yes  No

By secured, we mean you have received an offer letter.

**Q14 Give us details of any contribution that you are making towards this project.**

Your contributions might be in cash or in kind, for example, volunteer time or equipment that has been donated.

**Q15 If your project includes any building or refurbishment work, you should confirm that the:**

relevant statutory permissions are in place    Yes     No

you have a five-year lease and have included a copy with your application.    Yes     No

It is your responsibility to make sure that you have the right statutory permissions for your project, for example, planning permission and building control. You should send us copies of any permissions that you have received with your application. You do not need to send us originals.

The lease should be in the name of the organisation making the application.

**Q16 Provide the following details from your most recent annual accounts.**

Account year ending: Day  Month  Year

All organisations must complete question 16.

Your annual accounts may also be called annual figures or local school budget figures.

<b>Total (gross) income</b>	<b>£</b>
<b>Total expenditure</b>	<b>£</b>
<b>Balance at year end</b>	<b>£</b>
<b>Savings (reserves, cash, investments)</b>	<b>£</b>

If you have been running for less than one year, you should use the figures from your statement of projected income and expenditure.

**Q17 Tell us the number of people involved in running your organisation.**

Management committee  Volunteers

You must have at least three management committee members who are not related to each other.

**Q18 Tell us how the make-up of your management committee reflects the people who will benefit from your project.**

You will be more likely to receive funding if the make-up of your management committee reflects the people who will benefit from your project.

# Your main contact

## Q19 Main contact's signature

I confirm that to the best of my knowledge and belief, all the information in this application form is true and correct and that the relevant information has been submitted. I understand that you may ask for additional information at any stage of the application process.

### Data Protection Act

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.

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 consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

### Declaration

We will take your signatures on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

Signature of main contact

Date

This must be the person named in question 2.

This must be an original signature.





# About the people who will benefit

## Additional information about the people who will benefit from your project.

This information is used for programme monitoring purposes only and **not to assess your application**. We want to know who will benefit most from your project. This information will help us identify the types of projects that apply to us for funding and receive an award.

### A1 Where do most of the beneficiaries live?

Name of town, city or village

Council area

Postcode of where your project will happen

### A2 Is your project directed at, or of particular relevance to, any of the following groups of people? You can tick up to three categories.

People living in rural areas

Older people

People living in urban areas

Disabled people

People on a low income

Unemployed people

Carers

Younger people

People with dependants

Other

Gay/lesbian/bisexual/transgendered people

None

### A3 Is your project directed at, or of particular relevance to, people of a specific gender?

No  Yes

If yes, please tick Male  Female

### A4 Is your project directed at, or of particular relevance to, people of a specific faith?

No  Yes

If yes, please indicate the faith of the people who will benefit from your project (only one box can be ticked).

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other

Please use the 'Other' box if there is a better description of the people you are targeting.

There is no need to put specific numbers.

When answering questions A3–A5, if you tick 'no' this tells us that your project is open to all of the categories listed and that it will not specifically focus on any of them. If you tick 'yes' this means that your project may be particularly relevant to some of the categories listed.

**A5 Is your project directed at or of particular relevance to, people of a particular ethnic background?**

Yes  No

**You can tick up to three categories.**

White	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish traveller	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Black African	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Mixed ethnic group	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>		

**A6 Which community background will the majority of the people benefiting from your project belong to?**

Mainly Protestant (over 60 per cent)	<input type="checkbox"/>	Mainly Catholic (over 60 per cent)	<input type="checkbox"/>
Both Catholic and Protestant (neither community is over 60 per cent)	<input type="checkbox"/>	Neither Catholic nor Protestant	<input type="checkbox"/>

# Grant agreement

## Standard terms and conditions for Awards for All

### Definitions

“We” and “our” refer to the organisation receiving the grant bound by these terms and conditions. “You” and “your” means the Big Lottery Fund and includes your employees and those acting for you.

The “project” means the project that you are giving us the grant for as set out in our application form and any supporting documents, and/or as varied by the Grant Agreement.

The “Grant Agreement”, which we have accepted and signed, includes and incorporates these standard terms and conditions and the grant award letter together with any other conditions we have agreed.

We understand that the Grant Agreement will only start after you are satisfied with all our supporting documentation and will come into force on the date that we receive the grant payment from you.

### 1. In general

1.1 We will use the grant exclusively for the project. We will hold any unused part of the grant on trust for you at all times, and we will repay any grant (including any unused grant) to you immediately upon demand.

1.2 During the period of the grant we will act in a fair and open manner without distinction as to race, religion, age, gender, sexual orientation or disability, and in compliance with relevant legislation.

1.3 We will make sure that all current and future members of our governing body or our executive team, if we are a statutory organisation, receive a copy of these terms and conditions while the Grant Agreement remains in force.

1.4 We will ensure that at all times while the Grant Agreement is in force we are correctly constituted and regulated, and that the receipt of the grant and the delivery of the project are within the scope of our governing documents, and if asked by you we will provide a legal opinion from our solicitors confirming this.

### 2. The project

2.1 We will get your written agreement before making any change to the project or to its aims, structure, delivery, outcomes, duration or ownership.

2.2 We will start the project within three months of receiving the grant payment from you or if it is delayed, write to you giving reasons for the delay and asking for an extension.

2.3 We agree to make satisfactory progress with the project and complete it within twelve months of receiving the grant payment.

2.4 We will not use the grant to pay for any spending commitments we have made before the date of the Grant Agreement.

2.5 We will tell you of any offer of funding for this project from anyone else at any time during the project.

2.6 If we spend less than the whole grant on the project, we will return the unspent amount to you promptly. If the grant part-funds the project, we will return the appropriate share of the unspent amount to you.

2.7 We will acknowledge the grant publicly as appropriate and as practical. We will follow your branding and publicity guidelines at all times. We will acknowledge your support and the support of the National Lottery in any published documents that refer to the project, including any advertisements, accounts and public annual reports, or in written or spoken public presentations about the project. We understand that you and the National Lottery Commission will monitor our compliance with the guidelines and will take appropriate action if we breach these guidelines.

2.8 We hereby consent to any publicity about the grant and the project as you may from time to time require. You can carry out any forms of publicity and marketing to promote the award of the grant as you see fit. We agree to do whatever you reasonably require in order to assist with any form of publicity and marketing, including any press or media related activities.

2.9 We will tell you promptly about any changes to information we have provided and will make sure that the information you hold is always true and up to date.

2.10 In our management of all personal information we will meet the requirements of the Data Protection Act 1998. We will tell you immediately if any of our key contacts change.

2.11 We agree to meet all laws regulating the way we operate, the work we carry out, the staff we employ or the goods we buy. We will pay attention to equalities in the way we run the project and in our recruitment and selection of staff. We will ensure that we have an equal opportunities policy in place at all times, to help us comply with all relevant laws and good practice throughout the period of the Grant Agreement. We will obtain all approvals and licences required by law or by you.

2.12 If our project involves work with children, young people or vulnerable adults (“vulnerable people”), we will take all reasonable steps to ensure their safety. We will obtain the written agreement from the legal carer or guardian before having any direct contact with any vulnerable person. We will have and carry out an appropriate written policy and set of procedures in place at all times to safeguard vulnerable people, which will include procedures to check backgrounds and disclosures of all employees, volunteers, trustees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people with Access NI or the Independent Safeguarding Authority.

2.13 We will maintain adequate insurance at all times and, if asked, will supply copies of confirmation to you. This includes all appropriate insurance for any activities we provide, any assets we have purchased with the grant and employee and public liability insurance. If any asset is damaged, destroyed or stolen we must tell you in writing and we must repair and replace it.

2.14 You have the right to reproduce any of our application or subsequent information supplied by us to you for any purpose as you see fit without any right of a claim by us in respect of copyright.

### **3. Our organisation**

3.1 We will get your written agreement before:

- changing our governing document, (unless we are a statutory organisation) concerning our aims, payments to members and members of our governing body, the sharing out of our assets (whether our organisation is dissolved or not), or the admission of any new members; or
- transferring our assets to, or merging or amalgamating with, any other body, including a company set up by us.

3.2 We will write to you as soon as possible if any legal claims are made or threatened against us and/or which would adversely affect the project during the period of the grant (including any claims made against members of our governing body or staff concerning the organisation).

3.3 We will tell you in writing as soon as possible of any investigation concerning our organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, the Charity Commission in Northern Ireland, HM Revenue and Customs or any other regulatory body.

3.4 We will be available for meetings with you and allow full and free access to our records however and wherever held and to any of our offices or buildings to you, or those acting for you or to the National Audit Office or Northern Ireland Audit Office.

3.5 We will let you know if our governing body falls below three members and will increase it to at least three as soon as possible.

#### **4. VAT**

4.1 We acknowledge that the grant is not consideration for any taxable supply for VAT purposes by us to you. We understand your obligation does not extend to paying us any amounts in respect of VAT in addition to the grant and that the grant made by you is inclusive of VAT.

4.2 We agree to repay you immediately any VAT we recover whether by set-off, credit or repayment to the extent that any such VAT cost is included in the grant.

4.3 We will notify you immediately if any irrecoverable VAT claimed under the grant becomes recoverable.

4.4 We will keep proper and up to date records relating to VAT, and we will make such records available for you to look at and give you copies when requested.

4.5 If you have funded all of the VAT costs for our project, we agree to refund immediately all of the VAT we recover to you.

4.6 If you have funded a proportion of the VAT costs for the project, we agree to refund immediately the same proportion of the VAT recovered to you.

#### **5. Our annual report and accounts**

5.1 We will acknowledge your grant in our annual reports and accounts covering the period of the project.

5.2 We will show your grant and related expenditure as a restricted fund under the description "Big Lottery Fund Grant" in our organisations annual accounts. If we have more than one restricted fund, or, as a statutory authority, cannot show restricted funds in our accounts, we will include a note to the accounts identifying each restricted fund separately. If we have more than one grant from you, we will record each grant separately in the notes to the accounts. We will identify unspent funds and assets in respect of the grant separately in our accounting records.

5.3 We will send you a copy of our annual accounts as soon as they have been approved in accordance with our governing document and in any event within 10 months of the end of the financial year for the year we received the grant payment. The accounts will be signed by a member of our management committee and externally audited or independently evaluated as appropriate for our organisation. We understand that if we are a statutory body, we are not required to send you our accounts. However, if you require to see them, we will send you our accounts, signed and audited as required by the appropriate regulations.

5.4 We will keep proper and up-to-date accounts, personnel and payroll records for staff funded by you, invoices and other relevant records for at least seven years after the termination of our grant, which show how the grant has been used. We will make these financial records available to you to look at and give you copies. We will complete all statutory returns for employees and make relevant payments to cover their pensions and salary deductions such as income tax and National Insurance contributions.

5.5 We will report regularly and fully to all members of our governing body on the financial position of our organisation and will put in place procedures to avoid any conflict of interest arising in the provision of goods and services required to deliver the project.

#### **6. Grants for assets and services**

6.1 If any part of the grant is used to buy, individually or as a series of purchases, equipment or other capital assets which cost over £250 or pay for professional or sessional staff services then we will obtain competitive quotes to show we have obtained value for money from the grant. We will keep all receipts and invoices for you to look at. If we buy a vehicle we will send you a copy of the registration documents no later than three months after you have sent us the money for the vehicle.

6.2 We will not sell, give away or borrow against the assets without first receiving your written consent. As our grant has come from public funds, we understand and accept that if you provide the consent it may require that the sale is at full market value and/or subject to conditions requiring us to repay all or part of the money we receive.

## **7. Monitoring**

7.1 We will monitor the progress of the project and complete regular reports as you require using the forms you send us.

7.2 We will update you on progress of the project on request and will send you any further information you may ask for from time to time about the project or about our organisation and its activities, the number of users and other beneficiaries and such other information as you may require from time to time. You may use this information to monitor or publicise the project and/or evaluate your grants programmes.

7.3 We will fill in a final report on the project using the form you send us. We understand that the grant is finished only after we have completed this report to your satisfaction and you have received annual accounts for the period of the Grant Agreement.

7.4 We will tell you immediately in writing of anything that significantly delays, threatens or makes unlikely the project's completion.

7.5 We will tell you immediately if there is to be any variation to or decrease in the project outcomes.

## **8. Payment of grant**

8.1 We will open a separate and designated bank or building society account for the sole purpose of receiving and administering the grant if you ask us to do so and will provide you with the bank or building society statements when asked.

8.2 You will pay the grant by bank transfer (BACS) into a UK-based bank account or building society account in our name, which requires the signatures of at least two authorised people for every withdrawal. We will not use ATMs or debit cards to make cash withdrawals or payments from this account.

## **9. Length of Grant Agreement**

9.1 These terms and conditions and the Grant Agreement remain in force for whichever of these is the longer time:

- for one year following the payment of the grant
- as long as we do not carry out any of the terms and conditions of the Grant Agreement or any breach of them continues (this includes any outstanding reporting on grant expenditure or project delivery).

## **10. We understand that:**

10.1 You can only guarantee the grant as long as funds from the National Lottery are available and you continue to operate.

10.2 You may share information about our grant with any parties of your choice as well as with members of the public who make a request for information under the Freedom of Information Act 2000. Details of the project may, at your sole discretion and without payment to us, be broadcast on television, on your website, in newspapers and through other media.

10.3 You will not increase the grant if we spend more than the agreed budget.

10.4 You accept no liability for any consequences, whether direct or indirect, that may come about from our running the project, the use of the grant or from a withdrawal of our grant.

10.5 You may demand repayment (and we will repay when asked) of all or part of the grant at your absolute discretion, in any of the following circumstances if:

- we fail to meet any of these terms and conditions, or the terms and conditions attached to any other grants from you for which a Grant Agreement is still in force
- we completed the application form dishonestly or significantly incorrectly or misleadingly
- we or any other person or organisation operating for us gave you any significantly misleading or inaccurate information, whether deliberate or accidental, during the application process, or during the period of the Grant Agreement

- members of our governing body, volunteers or staff act at any time during the project dishonestly or negligently or in any way, directly or indirectly, to our detriment or to the detriment of our organisation or the project or to the detriment of your reputation
- our organisation, members of our governing body, employees or volunteers are subject to an investigation or formal enquiry by the Police, Charity Commission, the Charity Commission in Northern Ireland, HM Revenue and Customs or other regulatory body
- we receive duplicate funding from any other source for the same or any part of the project
- there is a significant change of purpose, ownership or recipient, either during the project or within a reasonable period after its completion, so that you judge that the grant is unlikely to fulfil the purpose for which you made it
- at any stage of the application process or during the period of the Grant Agreement we do not let you have information that would affect your decision to award, continue or withdraw all or part of the grant
- we are or become legally ineligible to hold the grant; and/or
- if you have reasonable grounds to believe that it is necessary to protect public money.

10.6 You may demand repayment of all or any of the grant if it is likely that our organisation will have to stop operating, may be dissolved or become insolvent, or is likely to be put into administration or receivership or liquidation, or we are about to make an arrangement with or guarantee a Trust Deed to our creditors .

10.7 We acknowledge that the grant comes from public funds and we will not use the grant in a way that constitutes unapprovable State aid. In the event that it is deemed to be unapprovable State aid, then we will repay the entire grant immediately.

10.8 We may not transfer any part of the grant or this Grant Agreement or any rights under it to another organisation or individual, unless we have entered into an agreement, authorised by you, requiring us to work with another organisation in delivering the project

10.9 You may reject any future application from us to other programmes you run if we do not comply with these terms and conditions or you judge that we did not handle the grant adequately or if we failed to complete any requests for information you made to us.

## **11. Additional conditions**

11.1 You have the right to impose additional terms and conditions on the grant either in the award letter and/or if:

- we are in breach of the Grant Agreement
- you judge that members of our governing body, volunteers or staff or any person or organisation closely involved in carrying out the project act in a way that may have a detrimental effect on the project or on your reputation as a distributor of public money or as a Government sponsored body and/or
- you believe such conditions are necessary or desirable to make sure that the project is delivered as set out in our application or following any agreed changes.

**IMPORTANT - This must be the person(s) named in questions 20 and 21.**

**Senior contact**

Name

Position in organisation

Signed

Date

This must be an original signature.

**Second senior contact (for companies only)**

Name

Position in organisation

Signed

Date

This must be an original signature.

## Awards for All - Bank or building society account details form

For office use only (URN)

This form is only required from voluntary and community sector organisations. You must send us this form, completed and stamped, with your application. Do not use correction fluid. There is a guide to completing this form on page 25. **Complete part A yourself then ask your bank or building society to complete part B.**

### Part A: To be completed by you

Organisation name on your governing document

Organisation name on your bank statements

If these are not the same, enclose a letter explaining why, with documents to support your explanation, if necessary.

Name of bank or building society you hold an account with

Bank or building society account number

Sort code

Building society roll number, if applicable

Date account was opened (Day/Month/Year)

What address does your bank or building society have on record for **this account**? This will be the address on any statements

  

Postcode

How many people have to sign each cheque or authorise withdrawals from this account?

How many cheque signatories are there in total for this account?

Give details of **all** the people who can sign cheques or authorise withdrawals from this account. The number of signatories must be the same as the total above. If there are more than four account signatories please copy this form, fill in the above information on every copy, then ask your bank or building society to verify all the copies. Each signatory must sign this form.

**We authorise the above bank or building society to verify our details. We understand that the bank or building society may charge us for doing this and we agree to pay this charge.**

1 Full name

Position in organisation

Date of birth

Original signature

Home address (including postcode)

<input type="text"/>
Postcode

2 Full name

Position in organisation

Date of birth

Original signature

Home address (including postcode)

<input type="text"/>
Postcode

3 Full name

Position in organisation

Date of birth

Original signature

Home address (including postcode)

<input type="text"/>
Postcode

4 Full name

Position in organisation

Date of birth

Original signature

Home address (including postcode)

Postcode

Are any of the people who are authorised to sign cheques or make withdrawals related to each other?

No  Yes

If any of the signatories are related to each other or live at the same address, enclose written confirmation from your bank or building society that they cannot authorise the same payments.

**Part B: To be completed by your bank or building society**

**To: The manager, organisation's bank or building society:** Please check the details in part A of this form. If they are correct, stamp and complete the declaration below, doing the same for any continuation sheets, and return this form to the account holder to send with their application for funding.

**EITHER: For banks or building societies that use an official stamp:**

I confirm that the account named above exists, is active and that the details given are correct.

Name

Position in bank/building society

Original signature

Date

Official stamp and address for bank or building society

**OR: For banks or building societies that do not use an official stamp:**

We do not use an official bank stamp and have attached confirmation of the bank or building society account named in part A, in a form that is in line with our own internal procedures.

Please tick this box and attach your bank or building society account verification.

## Bank or building society account details form guidance

- ▶ Only voluntary or community sector organisations must complete this form.
- ▶ Your organisation must have a UK bank account to be able to apply to Awards for All.
- ▶ As this form is an essential part of your application, we will not be able to process your application without it.
- ▶ Sections A and B must be completed before you send us your application, otherwise we will have to return it to you, causing delays in processing your application.
- ▶ The bank or building society account details should be for the account that you want your grant to be paid into.
- ▶ Awards for All will only consider applications from organisations whose account requires a minimum of two signatories for any cheque or withdrawal.
- ▶ You will need to send in three consecutive pages of original bank statements with the most recent being no older than three months. We need these to verify your account details and we will send them back to you as soon as possible.
- ▶ If your organisation has recently been established and does not have three consecutive pages of statements, you should send us all available statements and at least one statement.
- ▶ If your organisation uses a passbook account, you must send us photocopies of three consecutive pages from your passbook that show the account name and number, as well as the your most recent transactions. You need to ask the building society to stamp and sign all the photocopied sheets as 'true copies of the original'.
- ▶ If your organisation uses an internet account we still need original, paper bank statements. You will need to ask your bank to send these to you, as we will not accept downloaded versions.

For more information on the Big Lottery Fund's Awards for All programme in Northern Ireland contact:

Big Lottery Fund  
1 Cromac Quay  
Cromac Wood  
Ormeau Road  
Belfast BT7 2JD

Phone: 028 9055 1455

Fax: 028 9055 1445

Textphone: 028 9055 1431 (for those with a hearing impairment)

Email: [enquiries.ni@biglotteryfund.org.uk](mailto:enquiries.ni@biglotteryfund.org.uk)