

## Fact Sheet 5

### Application Form

A common mistake made by applicants is a failure to submit all the required information within the application form. We require this in order to progress your application. Here are some examples of areas that were not completed fully:

#### Grant agreement:

Some applicants only provided the signatory page of the grant agreement, however, we require the full grant agreement, as it is a legal document. The full grant agreement consists of pages 15 through to 20.

#### Applied for less or more than the grant size:

Some organisations have applied for more than £10,000. You can apply for funding from **£500 to £10,000** for a project. Check Question 13 of your application to ensure you are not requesting less than £500 or more than £10,000.

#### Date of birth missing:

Applicants have not provided the **date of birth** for the main, senior or second senior contacts.

- Question 2: main contact,
- Question 20: senior contact, and
- Question 21: second senior contact.

We need this for fraud prevention and detection purposes. We cannot progress your application without this information.

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position held in organisation		
<input type="text"/>		
Home address including postcode. If you are a statutory organisation, please give us a business address.		
<input type="text"/>		<input type="text"/>
Date of birth		Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone/Textphone		Evening
Day	<input type="text"/>	<input type="text"/>

### Main and senior contacts are the same person:

The main and senior contacts detailed on your application form **cannot** be the same person. They must be different. Your organisation will need to either nominate a new main contact, who must sign Question 19, or a new senior contact who must sign the contract on page 20.

**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.

This must be the person named in question 2.

**Your senior contact(s)**  
**Q20 Senior contact and signatory to contract.**

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth

This may be the chair, secretary, treasurer, head teacher, chief executive or director.  
This must not be the same person named in questions 2 and 21.

### Senior contact not appropriate:

The senior contact for your application within Question 20 should be the **chair, secretary, or another senior member of your management committee**. Check that your senior contact falls into one of these categories.

### Schools:

If your organisation is a school, the senior contact should be either the **head or deputy head teacher**. Check that your senior contact meets this requirement.

### Companies:

We require a **second senior contact** for all companies. Question 21 must be completed together with the signed grant agreement on page 20.

**Q21 Second senior contact and signatory to grant agreement (for companies only).**

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

This must not be the same person as named in questions 2 and 20.

**Safeguarding:**

Some organisations have indicated within Question 9 of their application form that their project does not involve working with children, young people under the age of 18 or vulnerable adults. However, within Question 8 they have also ticked the 0-18 box.

This would appear to be contradictory, particularly in cases where the details regarding their project would indicate that participants are under 18. **Check your application form to ensure the information provided is consistent.**



If you have any difficulty completing your application form, or require any further clarification relating to any of the questions within the form, please telephone 028 9055 1455 and ask to speak to a member of the Information Team before submitting your application.

Or email the Information Team at: [enquiries.ni@biglotteryfund.org.uk](mailto:enquiries.ni@biglotteryfund.org.uk)

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Factsheets available in this series:

1. Bank Statements & Bank Details Form
2. Accounts
3. Governing Document
4. Capital Works
5. Application Form