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Office use only

# AWARDS FOR ALL SCOTLAND

## Application form



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## Use this form to apply to Awards for All Scotland.

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.

Many of the questions in the form start with a 'yes' or 'no' option. If you tick 'no' you can go straight to the next question.

For some questions we have a maximum number of words, to give you an idea of the amount of detail we need. You may well be able to answer these questions in fewer words 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:

- visit our website: [www.awardsforall.org.uk/scotland](http://www.awardsforall.org.uk/scotland)
- call our advice line: 0300 123 7110
- send us an email: : [scotland@awardsforall.org.uk](mailto:scotland@awardsforall.org.uk)
- contact us using a textphone if you have a hearing impairment: 0141 242 1500.

There are different Awards for All application forms for England, Northern Ireland and Wales. These are available from our website or advice line.

## 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:

[scotlandapplications@awardsforall.org.uk](mailto:scotlandapplications@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 Scotland applications  
Big Lottery Fund  
4th Floor  
1 Atlantic Quay  
1 Robertson Street  
Glasgow  
G2 8JB

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.

## 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 version 9, or above, 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 will be returned.

## Checking your application is complete

Before you send your application to us, please check that you have answered all the relevant questions.

Voluntary or community organisations and community councils must answer every question except 2.2 and 2.3.

Schools must answer every question except 2.1 and 2.3.

Statutory bodies must answer every question except 2.1 and 2.2.

# 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  go to question 2.1
- School  go to question 2.2
- Statutory body  go to question 2.3
- Community Council  go to question 2.1

### 2.1 Voluntary and community organisations only

a) Are you a registered charity? No  Yes

If yes, what is your registration number?

b) Are you a company limited by guarantee? No  Yes

If yes, what is your company number?

c) When did your organisation start? Month  Year

d) How many people are on your organisation's governing body or management committee?

e) Are you a branch of a larger organisation? No  Yes

If yes, what is name of the larger organisation?

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

If yes, what are they and why do you have them? (maximum 50 words)

### 2.2 Schools only

What is your Scottish Government Education reference number

## Help notes

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

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

Please tick **one** box only then go to the relevant next question.

We explain what we mean by voluntary and community organisations on page 8 of our guide for applicants.

**Answer parts a) to f) of this question if you ticked voluntary or community organisation, then go to question 3.**

By 'registered charity' we mean registered with the Office of the Scottish Charity Regulator.

Tell us if your organisation is incorporated as a company limited by guarantee.

Give both the month and year.

Give the total number of people currently on your governing body or management committee.

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.

**Answer this question if you ticked school, then go to question 3.**

## 2.3 Statutory bodies only

What type of Statutory body are you?

Which department is applying?

## 3. Does your organisation have a website?

No  Yes

If yes, what is your website address?

## 4. 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)

Account number  Sort code

Building society roll number (if appropriate)

## 5. 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: Day/Month/Year

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 £

## 6. Is your organisation registered for VAT?

No  Yes

If yes, what is your VAT number?

Answer this question if you ticked statutory body, then go to question 3.

Tell us what type of statutory organisation you are, for example, local authority or health board.

If you have a website, tell us the address of your home page.

We explain our requirements on page 20 of our guide for applicants. To receive a grant you must be able to tick 'yes' and provide the information we ask for if we offer a grant. If you tick 'no' we will reject your application.

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 make a withdrawal. 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 payments together.

If you are a school, a local authority bank account is also acceptable.

If your organisation has been running for less than 15 months, you may not be able to give us this information. Instead we will accept 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.

Your financial year can be for any 12 consecutive months.

This should include all the income your organisation has received and all items of expenditure for your last financial year. Local authority schools do not need to provide this information. For other schools it should include your whole school budget.

If you are registered for VAT you can apply for the cost of non-recoverable VAT only.





## Part two – About your project

### 10. What is the name of your project? (maximum 10 words)

### 11. What project or activities do you want us to fund?

(maximum 300 words)

### 12. When will your project take place?

Start date (month and year)   End date (month and year)

Is your start date: Fixed

Flexible

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

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 10 of the guide for applicants. Read this carefully to check that we can fund what you want to do.

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.

If your start date is flexible put the earliest date when your project could begin.

Your project must be completed within 12 months.

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

Local authority area

Full postcode

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.

### 14. 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"/>
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<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"/>
<b>Totals</b>	£ <input type="text"/>	£ <input type="text"/>

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

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

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 £500 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? (maximum 100 words)

c) How have you worked out your costs? (maximum 100 words)

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

No

Yes

If no, go to question 16

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

a) Does your organisation:

have heritable ownership 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? Tick one option below

Planning permission is not required

or

Planning permission is required and has been granted

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'.

Tell us if you have used quotations, estimates, prices from suppliers or experience from other projects.

If you have made any assumptions when working out the costs, tell us what these are.

If your project involves work on land or a building (including refurbishment) you need to 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.'

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.

## 16. 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
- 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?

No

Yes

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

## 17. Do you have any of the following?

- |                                    |                             |                              |
|------------------------------------|-----------------------------|------------------------------|
| a) Public liability insurance      | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| b) Leaders qualifications          | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| c) Affiliation to a governing body | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| d) Other insurance                 | No <input type="checkbox"/> | Yes <input type="checkbox"/> |

If you answered yes to any of the above, please give more details (maximum 100 words)

It is your responsibility to have acceptable 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.

Please answer a) to d).

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

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 three – The difference your project will make

## 18. What is the need you have identified, how did you identify it and how will your project meet it? (maximum 400 words)

### Make sure you:

- tell us about the needs the people who will use your project have
- explain how you know that they have these needs and what you have learned from discussing your plans with them
- show how your project or activities will meet the need you have identified.

Here are some ways you might show the need for your project:

- ▶ 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.

## 19a. Which of our outcomes will your project meet?

Tick the outcomes your project will meet.

- People have better chances in life.**
- Communities are safer, stronger and more able to work together to tackle inequalities.**
- People have better and more sustainable services and environments.**
- People and communities are healthier**

Tell us how your project will meet each of the outcomes you have ticked (maximum 400 words in total).

Our outcomes are the changes that we want funding from Awards for All to achieve. Your project must meet at least one of them to be considered for a grant.

Here are some examples of ways your project might meet each outcome:

### People have better chances in life

- ▶ Giving people the chance to try out new activities.
- ▶ Providing more opportunities for people to volunteer.
- ▶ Allowing people to learn new skills.
- ▶ Helping people play a more active role in your community.

### Communities are safer, stronger and more able to work together to tackle inequalities.

- ▶ Bringing different communities together to tackle common issues.
- ▶ Holding an event that encourages your community to work together.
- ▶ Bringing young and old members of your community together.
- ▶ Tackling or preventing criminal and anti-social behaviour.

### People have better and more sustainable services and environments.

- ▶ Improving access to the environment for example developing derelict land, a woodland trail or a wildlife garden
- ▶ Improving community spaces, such as playing fields, shared spaces walkways or woodlands.
- ▶ Increasing recycling, or helping your community to be greener.

### People and communities are healthier

- ▶ Organising community, sports or arts events.
- ▶ Encouraging people who do not usually take part in physical or arts activities to become more actively involved.
- ▶ Developing healthy eating by growing food on allotments or healthy cooking.
- ▶ Providing opportunities for children's play.
- ▶ Buying equipment so that more people can take part in sport or the arts.
- ▶ Developing self-help and peer support groups.

WEB

## 19b. Will your project meet any of our priorities?

No

Yes

If yes, tick the priorities that your project will meet.

- black and minority ethnic people (including refugees, asylum seekers and new migrants)
- disabled people and their carers
- lesbian, gay, bisexual and transgender people
- older people and their carers
- areas that are high on the Scottish Index of Multiple Deprivation
- small towns – those with a population between 3,000 and 10,000
- areas we would like to see access more Awards for All funding

Tell us how your project will meet the priorities you have ticked  
(maximum 200 words)

Our priorities are the people, communities and areas that we particularly want to support.

You do not need to meet any priorities to be considered for a grant but your application may be stronger if you do.

If you tick 'no' this tells us that while your project may be open to some of our priorities you are not focussing it specifically on any of them.

If you tick 'yes' this means that your project may be particularly relevant to one or more of our priorities.

You can find out more about our priorities by visiting our website [www.awardsforall.org.uk/scotland](http://www.awardsforall.org.uk/scotland) or phoning our advice line 0300 123 7110.

Our website lists areas we would like to see access more Awards for All funding and has information about small towns and the Scottish Index of Multiple Deprivation.

**20. How will you make sure that as wide a range of people as possible can benefit?** (maximum 300 words)

- ▶ Tell us how many people your project will reach and explain the different ways they will get involved or benefit from it.
- ▶ Tell us how your project will help improve your local community and the lives of people most in need.
- ▶ Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.
- ▶ 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 promote or publicise your project, explain how you will do this.
- ▶ 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.

# Part four – Programme monitoring information

## 21. Ethnic background

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

No  
Go to 22

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 background

- Arab
- Any other ethnic group

## 22. Gender

Will your project mostly benefit people of a particular gender?

No  
Go to 23

Yes  
Tick which gender

Male

Female

## 23. Age

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

No  
Go to 24

Yes  
Tick up to two boxes

0-24 years

25-64 years

65+ years

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.

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.

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.

## 24. 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.

## 25. Religion or belief

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

No  
Go to 26

Yes  
Tick one box only

No religion

Jewish

Christian

Muslim

Buddhist

Sikh

Hindu

Other religion

## 26. Sexual orientation

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

No

Yes

# 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 8 of this application form) are authorised to apply for a grant from us (Awards for All) 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](http://www.awardsforall.org.uk)

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We would like to send information about the Big Lottery Fund and other Lottery good causes to your named main contact. If you would rather 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 would rather 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.

## Sending your application

You can email your application to: [scotlandapplications@awardsforall.org.uk](mailto:scotlandapplications@awardsforall.org.uk)

Please check you get an Auto Reply confirmation email back.

Or post your application to:

Awards for All Scotland applications  
Big Lottery Fund  
4th Floor  
1 Atlantic Quay  
1 Robertson Street  
Glasgow  
G2 8JB

We will then send you a confirmation letter by post.

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

Make sure that your governing body or management committee 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](http://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.

You need to agree that we can use the information you give us for fraud prevention and detection purposes and that we may share it with other Lottery distributors, government departments or other organisations and individuals. This is explained under 'Data Protection and Freedom of Information' in our guide for applicants.

