

AWARDS FOR ALL SCOTLAND

Guide for applicants



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Awards for All programme in Scotland guidance notes

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Accessibility

Please contact us to discuss any specific communications needs you may have.

Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

We care about the environment

The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources.

Our mission

We are committed to bringing real improvements to communities and the lives of people most in need.

Our values

We have identified three values that underpin our work: being supportive and helpful, making best use of Lottery money and using knowledge and evidence. You can find out more about us, our values and the funding programmes we run by visiting our website www.biglotteryfund.org.uk

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grantmaker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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Welcome to Awards for All Scotland



Awards for All Scotland aims to help people become actively involved in projects that bring about change in their local communities. It is a small grants programme run by the Big Lottery Fund, sportscotland and Creative Scotland, three of the organisations that distribute money raised by the National Lottery for good causes.

You can apply for between £500 and £10,000.

This guide tells you:

- who can apply
- what we will and won't fund
- how to apply.

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
- call our advice line: 0300 123 7110
- send us an email: scotland@awardsforall.org.uk
- contact us using a textphone if you have a hearing impairment: 0141 242 1500.

We update our programmes from time to time, so if you have had this guide 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.

This guide is for applications to Awards for All in Scotland. There are separate Awards for All programmes in Northern Ireland, England and Wales. You can find out about these by visiting our website or calling our advice line.

Is Awards for All right for you?

- * Do you need between £500 and £10,000 to help people become actively involved in projects that bring about change in their local communities?
- * Are you a voluntary or community organisation, school, community council or statutory body (such as a local authority or health board)?
- * Do you have a UK-based bank or building society account in the name of your organisation (or, for schools, a local authority bank account) that requires at least two people (who are unrelated and do not live at the same address) to sign cheques or make a withdrawal?
- * Can you send us an application at least three months before your project starts and complete your project within one year?
- * Can you explain the need for your project and the changes that will happen because of it?

If you can answer Yes to all these questions then Awards for All may be the right programme for you.

If you answer No to any of them please visit www.lotteryfunding.org.uk or phone the Lottery funding hotline 0845 275 0000 (textphone 0845 275 0022) for details of other Lottery grants available.

Guidance for heritage projects

The Heritage Lottery Fund left the Awards for All programme in March 2009.

This change means that Awards for All will still pay for heritage activities but the main purpose of the project must meet one or more of our outcomes on page 7 of this guide. The project must also have a strong community focus.

Moray Arts Centre



Engaging with these young people in this way was something we could never have achieved without Awards for All funding



The Moray Arts Centre in Findhorn is the long-held vision of artist Randy Klinger. Set up 11 years ago the centre has become a hub of community activity with a stimulating environment for the visual arts.

In March 2007 Awards for All enabled Randy and his team to develop an outreach service encouraging young people in rural communities to participate in art activities.

“People might not realise it but there is a lot of hidden poverty in Moray”, said Randy. “Our aim with this outreach service was to reach out to young people with a wide variety of needs, including those with learning difficulties and mental health issues and those from disadvantaged backgrounds.”

“We consulted hundreds of young people over a 40 mile radius across Moray and asked them how we could make creative arts more easily available to them. Thanks to our Awards for All grant of £5,000 we were able to sit down with these young people to help them complete questionnaires and to take part in focus groups and evening events to help shape a service that would fit their purposes.”

The result was a series of workshops in community venues enabling young people to take part in a range of activities including getting involved in the creative process of film making.

“Engaging with these young people in this way was something we could never have achieved without Awards for All funding”, said Randy.

What will Awards for All support?

Awards for All Scotland aims to help people become actively involved in projects that make a positive difference to their local communities.

To achieve our aim we want to fund projects that meet one or more of the following outcomes:

- ▶ People have better chances in life – for example, by trying out new activities, volunteering, learning new skills or playing a more active role in their community.
- ▶ Communities are safer, stronger and more able to work together to tackle inequalities – for example, by enabling different communities or younger and older people to tackle common issues together.
- ▶ People have better and more sustainable services and environments – for example, by improving community spaces or increasing recycling.
- ▶ People and communities are healthier – for example, by enabling more people to take part in activities that improve their health and well being, or encouraging healthy eating

Our outcomes are the differences we want our funding to make. We will consider how well your project meets our outcomes during our assessment. You must show how your project meets at least one of them to be considered for a grant.

We also have priorities, which 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.

We identified our priorities by considering the needs different people and communities have, as well as reviewing the Awards for All grants we have made to date.

Our priorities are:

- 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.

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

Our website lists the areas that have missed out on Awards for All funding in the past and has information about small towns and the Scottish Index of Multiple Deprivation.

Who can apply?

You can apply to Awards for All Scotland if you are a:

- voluntary and community organisation
- school
- community council
- statutory body (for example, a local authority or health board).

But under this programme we will not fund:

- individuals and sole traders
- profit-making organisations

- non-departmental public bodies
- government departments

We are unlikely to fund organisations that are in poor financial health or those that have had a previous grant from us which has not been managed satisfactorily.

The organisation filling in the form must be the same organisation that will receive the grant and manage the project. We will not consider an application made by one organisation on behalf of another.

Voluntary and community organisations

Voluntary and community organisations are also known as ‘third sector’ organisations, as they are separate from the public and private sectors.

They are value-led organisations established for social purposes rather than the pursuit of profit and they reinvest surpluses to help tackle issues facing people and the planet.

They include:

- * registered and unregistered charities
- * co-operatives
- * friendly societies
- * industrial and provident societies
- * companies that are not-for-profit businesses
- * not-for-profit unincorporated associations.

To apply to Awards for All, voluntary and community organisations must have:

- * a written governing document (for example, a constitution, set of rules or trust deed)
- * at least three people who are not related to each other on their governing body or management committee. Depending on the type of organisation this could be the Board of Directors, Board of Trustees or Management Committee.

We expect organisations with a membership to be open to all and allow anyone to join, unless there is a good reason why this is not appropriate.

Applications from branches

Independent branches of larger organisations can apply directly to us. They must have their own governing document and be allowed to manage funds and staff without referring to another body.

Dependent branches can also apply directly to us if they:

- * have their own governing document (or have adopted the parent organisation's governing document);
- * produce their own annual accounts (which may be included in the parent organisation's annual report),
- * have a bank (or building society) account and are responsible for how the funds in it are spent.

If we offer a dependent branch a grant we will ask the parent organisation to accept overall responsibility for it.

For other dependent branches, where there is less local control, the parent organisation will need to apply.

If you are a branch but are not sure if you can apply, please contact us for advice.

Applications from schools

We welcome applications from schools but we will not pay for activities or services that schools have a statutory responsibility to provide. This means we will not pay for activities that are in the school curriculum or directly related to it.

We expect projects to take place before or after school, during lunch or in the holidays, unless you can provide a good reason in your application why this is not possible (for example, you are in a remote rural area).

Projects should help children learn about new things that are not part of the school day. This may be achieved by working with a local community group or local people.

We will accept applications for projects working solely with children with special needs where it may not be appropriate to involve the wider community, although you still need to show that what you want us to fund is extra to what happens in the school day.

Someone who is directly employed by the school must submit the application (for example, a teacher or administrator).

What can a grant pay for?

In your application you will need to tell us what the grant would be spent on and how this will achieve one or more of our outcomes.

You can apply for between £500 and £10,000 to fund all or part of your project.

Here are some examples of what a grant can pay for:

- equipment hire or purchase
- annual events we have not previously funded
- feasibility studies for community building projects
- improvements or additions to playing or arts facilities
- information technology equipment
- building, refurbishment, landscaping or property projects (including playgrounds and temporary buildings) costing £75,000 or less (including VAT)
- materials or equipment for use in your project
- publicity materials for use in your project
- sessional workers (those who work only as and when required)
- start up costs
- team clothing or kit
- training
- transport costs
- updating equipment for health and safety reasons
- venue hire
- volunteer expenses
- VAT that you cannot recover.

But we won't pay for:

- activities that happen or start before we confirm our grant
- any costs you incur when putting together your application
- any expenditure incurred or committed before we confirm our grant (including deposits)
- day-to-day running costs (for example, utility bills, council tax, rent and insurance)
- contingency costs
- endowments
- fundraising activities for your organisation or others
- items that mainly benefit individuals (for example, equipment that is not shared)
- building, refurbishment, landscaping or property projects (including playgrounds and temporary buildings) costing more than £75,000 (including VAT)
- loans or interest payments
- ongoing staff costs (including salaries of permanent or fixed term staff)
- political or religious activities
- projects that you cannot maintain because of high ongoing costs or the need for specialist skills
- projects or activities that the state has a legal obligation to provide
- projects where it is considered that assistance may have been received from a third party for their own commercial benefit
- projects that cannot be completed within 12 months
- projects that take place outside of Scotland
- purchase of alcohol
- registration and affiliation fees for existing clubs
- repeat or regular events we have funded before
- routine repairs and maintenance
- used vehicles
- VAT that you can recover.

There is more detailed information about what we will and won't fund on our website.

VAT

You may need to pay VAT on purchases you make as part of your project.

You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs.

If you later find that you can recover VAT that we have included in our grant you must repay this amount to us.

Land and buildings

Projects involving work on land or a building (including refurbishment) can be complicated and take time to complete.

We need to be sure that you can complete your project within 12 months. So if you need planning permission, you must have it before you apply.

You also need to own the freehold of the land or building, or hold a lease that cannot be ended by the landlord for at least five years.

Other funding

If you need to raise funds from other sources you must be able to show that this will not delay your project.



How to apply

You read this guide

Check that your organisation can apply, we can fund what you want to do, your project meets at least one of our outcomes and you can meet our terms and conditions of grant.

You complete an application form and send it to us

Send your application to us at least three months before your project will start.

This gives us time to assess your application and you time to send back any information we ask for.

We prefer to receive applications by email but will also accept them by post.

We will only consider one application from your organisation at a time.

We assess your application

We will confirm that we have received your application within five working days.

If your application form is not complete, we will return it to you and give you 10 working days to provide the missing information. We might contact you with questions during our assessment but this is often not necessary.

We tell you our decision

We aim to let you know our decision within 30 working days of receiving a complete application.

If we offer you a grant it will be conditional on you signing and returning our offer letter and accepting our terms and conditions of grant. You will also need to send us some documents that allow us to check how your organisation is run. If your application is unsuccessful we will write to you and tell you why.

You return the documents we ask for

You must return everything we ask for within 20 working days of the date of our offer letter.

You cannot start your project until we have received, checked and approved the signed offer letter and any other documents we ask for. If you do not return everything by our deadline we will withdraw our conditional grant offer (although we may agree a short extension if you contact us before our deadline and there is a good reason).

We check what you send us

We will check what you send us and contact you within 10 working days.

If the documents you send us are satisfactory we will write to you to confirm the grant and tell you when we will pay it into your bank or building society account and announce it to the press and media. If the documents you send us are unsatisfactory we will contact you if we think you may be able to resolve the problem. If there is a major problem or something that cannot be resolved, we will withdraw our conditional grant offer and write to you telling you the reasons why.

You start your project

You can start your project when you receive our letter confirming the grant.

If we give you a grant your organisation cannot apply again to Awards for All until your project has finished and we have approved your end of grant report.

We will not give more than a total of £10,000 (in one or more grants) to an organisation in any 12-month period.

You finish your project

You must complete your project within 12 months of the date of our letter confirming the grant.

We will ask you to complete an end of grant report, telling us how the grant has been spent and what you achieved with it. We may visit or phone you to check how the grant has been spent, or ask to see original receipts for the money that you spent.

Developing your application

Filling in an application form can take time, but it may be easier if you work on it with someone else.

We want to make a fair assessment of what you want to do but can only base this on the information you give us. If you have never applied to us before, we suggest the following approach.

Getting started

- ▶ Start off by thinking about the need you want to meet and how an Awards for All grant might help you do this, rather than asking 'What can we apply for?'
- ▶ Read this guide carefully to check that your organisation can apply and we can fund what you want to do.
- ▶ Make a list of all the things you think we need to know about your project. Keep this as a checklist to make sure you have included everything in your application form.
- ▶ Get together a small group from your management committee or staff to go through the questions on the form and jot down the main points that answer them. Use your checklist to make sure you have not missed anything.
- ▶ If you are not sure what a question means, phone us on 0300 123 7110 or email us at scotland@awardsforall.org.uk and we will help you.

Completing the form

- ▶ It is best for one or two people to have a go at a first draft rather than everyone trying to write it. Other people may be able to suggest improvements afterwards.
- ▶ There is no need to use jargon. Just make sure your answers are clear and easy to understand.

Checking your answers

- ▶ Make sure you explain the need you have identified and how your project will meet that need.
- ▶ We assess every application against our outcomes on page 7 of this guide, so tell us how your project meets at least one of them.
- ▶ Your project budget must be as accurate as possible. This will take you time but without it we are unlikely to offer a grant.
- ▶ Make sure you can back up what you say with evidence. You do not need to send anything with the form but you can tell us about the evidence you have in your answers, so that we can ask for it if we need it.

Before you send your application to us

- ▶ Check that you have answered every question. We will only assess complete application forms, so if you have not answered every question, we will return the whole form to you. This might cause delays that mean we are unable to give our decision in time for your project to go ahead.
- ▶ 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 from our website or you can phone or email us and we will send them to you.
- ▶ Remember to keep a copy of your application form in case we contact you with questions.

Projects working with children, young people or vulnerable adults

If you are applying for a project to work with children, young people or adults who are vulnerable (because of their circumstances or problems) you must have a policy that explains how you will make sure they will be safe.

You must also be able to show in your application that your policy will be put into practice.

It is your responsibility to have acceptable safeguarding protection policies and procedures for children, young people and vulnerable adults in place, which we may ask to inspect at any time if we offer you a grant.

The NSPCC has produced a guide for organisations to safeguard children called 'Firstcheck'. You can find out more about this at www.nspcc.org.uk or you can buy a copy by calling 020 7825 7422.

Insurance and safety

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

It is your responsibility to ensure you have adequate insurance in place. This should include cover for any assets you buy or events and activities you run using our grant. We may ask to look at these policies at any time.

Your organisation must be affiliated to a governing body if your project involves a dangerous sport or activity.

Equal opportunities

We expect projects to be open to all who want to be involved, unless you can give a good reason why this should not be the case.

If you plan to restrict who can take part you should explain why in your application, so that we can consider whether this is acceptable.

Your application should show your commitment to our equality principles, which are explained in our 'Equality Matters' guide. You can get this from our website or advice line.

How we assess applications

When we have received a complete application from you we will start our assessment. We will only consider one application from your organisation at a time.

We will check that your organisation can apply and your project is something we can support. We will then consider:

- the need for your project
- who will benefit
- how you will achieve our outcomes
- whether you meet our priorities
- if we have funded you before
- your organisation's income
- the total project cost
- the wider community involvement.

We seldom have enough funds to support all the applications we would like to. When this happens we need to make some difficult decisions.

We have a scoring system that helps us do this. We give more points to applications that:

- show strong evidence of need
- seek to involve as wide a range of people as possible
- meet our outcomes more closely
- meet our priorities
- are from organisations that Awards for All has not funded before
- are from organisations with a smaller annual income
- are for smaller projects
- are for projects that involve the wider community.

The score that an application needs for us to fund it will vary depending on the amount and quality of the applications we receive and the amount of money we have available at the time.

We aim to assess each application equally and fairly and our team meets regularly to discuss their assessments.

Our managers approve the final decisions.

If we offer you a grant

If we offer you a grant we need you to confirm what you told us in your application before we will pay the grant to you. This means that our grant offer is conditional on you and a senior contact from your organisation signing and returning our offer letter and accepting our terms and conditions of grant. Both signatories must be over eighteen years old and the senior contact must be your chair, secretary, treasurer, chief executive or head teacher.

You will also need to send us some documents that allow us to check how your organisation is run. We explain this in more detail on page 18.

You must return everything we have asked for within 20 working days from the date of our offer letter, otherwise we will withdraw our conditional grant offer (although we may agree a short extension if you contact us before our deadline and there is a good reason).

You cannot start your project until we have received, checked and approved the signed offer letter and any other documents we have asked for.

Confirming our grant

If what you send is satisfactory we will write to you within 10 working days of receiving it, telling you when we will pay the grant and announce it to the press and media. You can then start your project.

Withdrawing our offer

If what you send is unsatisfactory we will contact you if we think you may be able to resolve the problem. If there is a major problem or something that cannot be resolved, we will withdraw our conditional grant offer and write to you telling you the reasons why. You can send us a new application but before you do, you must address the reason why we withdrew our grant offer.

We will assess any new application on its own merits, in competition with others.

Monitoring your grant

If we fund your project we will need you to complete an end of grant report to confirm how the grant has been spent and what you achieved.

We may ask you for original receipts so make sure you keep them.

We may also visit you to check how the grant has been spent.

Applying again

Once you have spent your grant and we have approved your end of grant report you can apply again.

We want our funding to help lots of groups, so we will not give more than a total of £10,000 (in one or more grants) to an organisation in any 12-month period. We work this out using the date we confirmed our grant. This includes dependent branches. Your organisation as a whole (parent organisation and dependent branches) cannot receive more than £10,000 in any 12-month period.

If you have already received funding from Awards for All and are unsure whether you can apply again or how much you can apply for, please contact us to check before you apply.

We consider each application on its merits, so there is no guarantee that we will make another grant to the same organisation.

We are unlikely to fund the same thing twice so you need to show that you are doing something different, or making an important new development, compared with the previous application.

Our scoring takes into account whether we have funded your organisation recently, so your chances of receiving another grant may be lower, unless your application is stronger in other areas.

What we will ask you to send us

Before you apply, make sure you can provide the following information if we make a conditional grant offer.

Please do not send it with your application.

We will confirm what we need from you in our offer letter and will include a checklist. You cannot start your project until we have received, checked and approved everything we ask for.

What we will ask for depends on the type of organisation you are.

Voluntary and community organisations and community councils

- ▶ We will need a copy of your organisation's latest approved annual accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner, where appropriate. If your organisation has been running for less than 15 months, you may not be able to give us this so in these cases we will accept a 12-month financial projection for the year when you will spend the grant.
- ▶ We will send you a 'Bank or building society details form'. You will need to ask your bank or building society to complete it, to verify your account. Your bank may charge you a small amount for this, which you cannot reclaim from us.
- ▶ We will need three consecutive pages of original bank (or building society) statements. Depending on the number of transactions, these may cover one, two or three months but the most recent page you send must be less than three months old. If you use a building society passbook, we will need copies of three consecutive pages from your passbook, which have been certified by your building society with a stamp and signature as 'true copies of the original'. The pages you send must include your most recent transactions and your account details.
- ▶ Unless you are a community council, registered charity or a company limited by guarantee (or a registered charity that is also a company limited by guarantee) we will need a copy of your organisation's governing document, constitution or set of rules.

- ▶ If you are a branch of a larger organisation that has management and financial control over your work we will need a letter, signed by a senior officer from the larger organisation, confirming their support for your application and accepting overall responsibility for it.
- ▶ We may contact you to ask for details of an independent referee, someone independent of your organisation but who knows its work well. If we need an independent referee, we will explain our requirements when we contact you.

Schools

- ▶ If your school has its own bank or building society account we will need an original statement that is not more than three months old, or a copy of the most recent page from your building society passbook that is stamped and certified by them as a true copy of the original.
- ▶ If your school uses a local authority bank or building society account we will need a letter signed by a senior officer in the local authority with details of the account the grant will be paid into and confirmation that our grant will only be used for the project described in your application.

Statutory bodies

- ▶ We will need a letter signed by a senior officer from your organisation with details of the bank or building society account the grant will be paid into and confirmation that our grant will only be used for the project described in the application.

We have published a separate guide to accepting a conditional grant offer that explains these requirements in more detail. You can get this from our website or advice line. Please read it before you apply, to check that you will be able to send us everything we need.

Linthouse Housing Association



Taking part in this project was the first time I felt that I could contribute something worthwhile.



In 2007, The Linthouse Housing Association and the Govan Housing Association joined forces to produce a multi-cultural recipe book reflecting Govan's diverse and growing community. The project received £9,910 from Awards for All to help bring together refugees, asylum seekers and indigenous Scots from the Govan area of Glasgow to share and submit recipes from around the world.

Awards for All enabled the group to run workshops to discuss and try different recipes. The contributors then took part in art workshops such as sketching and painting and their artwork was used to illustrate the book.

Angela Gardiner, Community Inclusion Coordinator, Govan Housing Association, said: "Those refugees and asylum seekers that I spoke to loved to cook, were very good at it and wanted to share part of their culture with each other and with the indigenous community."

"This project was a great way to integrate the community and it certainly worked. New friendships have developed within the community, myths have been dispelled and we feel that the project has gone some way to counter existing tensions. Many of the recipes were submitted by refugees who have come to Scotland to rebuild their lives after fleeing violence and persecution and we wanted these people to have the chance to feel part of the community."

Saida Samad, a refugee from Afghanistan who submitted her own recipe, added: "Taking part in this project was the first time I felt that I could contribute something worthwhile. It was an amazing feeling to see our recipes and photos published in the form of a book. It gave us the opportunity to express and show traditional recipes from foreign countries and was a fun way to improve my English."

Our bank or building society account requirements

You must have a UK based bank or building society account in the name of the organisation that submits the application to us 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 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 or building society account is also acceptable.

We may ask you to open a new and separate account that will only be used for our funding. If you have had a Big Lottery Fund grant before and we asked you to set up a separate account, you must also use this account for an Awards for All grant.

New organisations

If your organisation has been running for less than three months we will need all the original statements you have received from your bank or building society (or certified copies of all the pages from your building society passbook that have transactions on them).

We will also need an original letter from your bank or building society showing your account details and when the account was opened.

Internet bank or building society accounts

If your organisation uses an internet account we still need original, paper statements. You will need to ask your bank or building society to send these to you, as we will not accept downloaded versions.

We will also require at least two people to authorise a payment. If any of the people who can authorise a payment are related or live at the same address we will need written confirmation from your bank or building society that they cannot authorise the same payments.

If your application is unsuccessful

Customer care

We aim to be efficient, polite and supportive in everything we do.

If you think we have treated you unfairly, made mistakes or given you the wrong advice, we have a complaints procedure. You can get this from our website or advice line.

You may be disappointed if we turn down your application but you cannot use the complaints procedure to appeal against our decision if we have followed our process correctly.

Making a complaint will not affect your chances of getting a grant from us and it will not affect the level of service you receive.

If your application is unsuccessful we will write to you telling you the reasons why. Please consider our reasons carefully before deciding whether to apply again.

Since we seldom have enough funds to support all the applications we would like to, if you send us the same application again our experience is that it is also likely to be unsuccessful.

Your time may be better spent seeking funds from other sources. We suggest you only apply again for the same project if you can make a much stronger case.



Data Protection and Freedom of Information

Data protection

We will use the information you give us on the application form and supporting documents during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes.

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

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

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

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

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

Freedom of Information

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

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.



Braehead Wheelchair Curling Club



Our award enabled us to host an event that attracted participation from a team of Swiss Wheelchair curlers.



In July 2002, five curling players were at a loss as to how they could further their participation in wheelchair curling. They wanted to play more together, and against able-bodied curlers too, and to compete in future Scottish Championships. And so Braehead Wheelchair Curling Club was formed. The club has gradually increased its membership over the years and in July 2008 successfully applied for an Awards for Awards All award of £6,200.

President, Michael McCreddie, said: "Our award enabled us to host an event that attracted participation from a team of Swiss Wheelchair curlers.

This was a fabulous opportunity for all members of the club to meet, play with and socialise with an experienced team with much international experience on the World Curling Stage.

"It also enabled us to purchase a new laptop and camera to set up our own website and promote our club. We are now more organised and have structured activities which are enabling our members to spend more time together on the ice.

"It has been inspiring to see all our players, regardless of ability, playing in well structured leagues, developing their skills and also having great fun, thanks to the Awards for All Grant."

Help and advice

You may have questions about how to apply or plan your project. There are many sources of help and advice.

You can call us with any questions you may have on 0300 123 7110 or email us at scotland@awardsforall.org.uk

If you have a hearing impairment you can contact us using a textphone on 0141 242 1500.

You can also get help from other organisations, who will give you advice on making a good application, planning your activities or developing your governing document.

You may also wish to contact the Scottish Council for Voluntary Organisations on 0131 556 3882 (www.scvo.org.uk) or get in touch with your local Council for Voluntary Service (www.cvsscotland.org.uk).

Your local authority may also be able to advise you. Go to www.awardsforall.org.uk for contact details for these organisations, or call our advice line on 0300 123 7110 (text phone 0141 242 1500).

There are other National Lottery grant programmes that may be more suitable for your group. For more information on these call the National Lottery Funding Helpline on 0845 275 0000 or go to www.lotteryfunding.org.uk

Sports groups should make sure that they are affiliated to the relevant governing body, if this is required for safety. For more help with this, contact [sportscotland](http://sportscotland.org.uk) on 0131 317 7200 or go to www.sportscotland.org.uk.

Businesses that offer help

Some businesses promote their services by telling potential customers about Awards for All. They may offer consultancy services or imply that they are acting on our behalf. They might even offer to help you fill in the form if you pay them a fee or deposit.

Please note that our application process is free and we do not think any paid help is necessary.

We do not act with or endorse the services of any supplier or consultant and will not pay any costs, commission or fees that they may charge you to make an application.

You must complete the form yourself, fully aware of the project, and apply directly to us.

Help with governing documents

A governing document sets out in writing how an organisation works. It may be called a number of things, such as a constitution, set of rules or trust deed. It explains what your organisation is set up to do and how it does it.

We need to be sure that the organisations we fund are set up properly and able to manage a grant. Considering an organisation's governing document is one way we do this.

Schools and other statutory bodies are governed by legislation, while registered charities and companies are regulated, so we do not need to see their governing documents. However, we need to check other organisations' governing documents to make sure we can fund them.

If we offer you a conditional grant and then find we cannot fund your organisation, we will have to withdraw our offer. So if you are a new voluntary or community group, or have not applied to us before, we recommend you think about whether you may need some help and advice on writing your governing document before you apply.

We have published a 'Good governance guide', which explains why the way you run your organisation is important to us. You can get this from our website: www.awardsforall.org.uk/scotland or advice line on: 0300 123 7110.