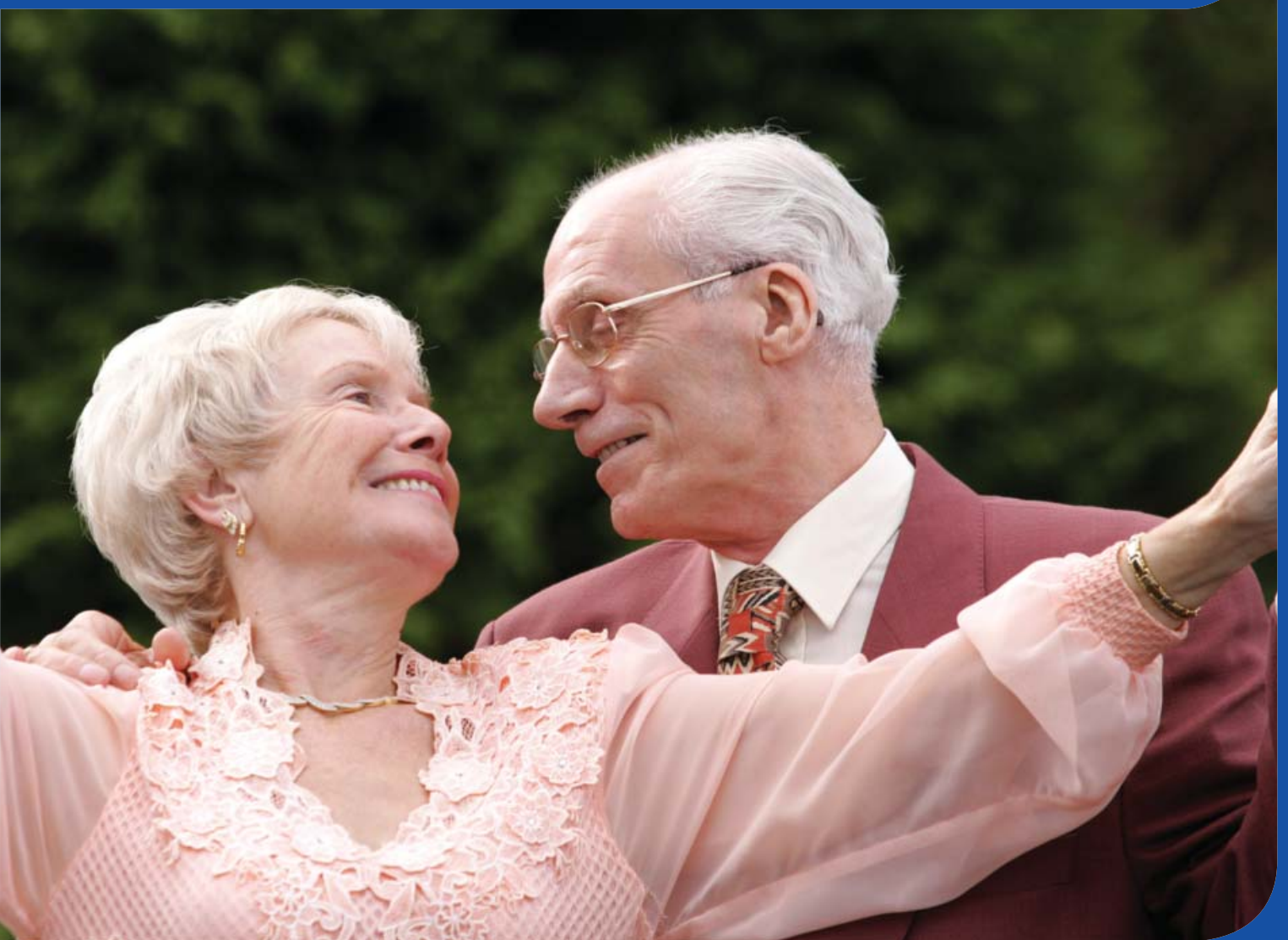


AWARDS FOR ALL SCOTLAND

Guide to accepting a conditional grant offer



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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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About this guide

This guide tells you what you need to do if we offer you a conditional grant from our Awards for All programme in Scotland.

You should read this guide before you apply and check that you can meet our requirements. Please also refer to this guide if we offer you a conditional grant.

Receiving a conditional grant offer is a big step towards making your project ideas a reality. It means that we want to fund your project and have set aside some funds for it. You are nearly at the stage where you can celebrate your success and start making a difference to your community.

However, before we will pay you the grant you need to confirm what you told us in your application. This means that you and a senior person from your organisation will need to sign and return our offer letter and accept our terms and conditions.

You will also need to send us some documents that allow us to check how your organisation is run. We explain what these documents are and why we need them in this guide.

You must not start your project until we have received, checked and approved these documents and you have received a letter from us confirming the grant.

We aim to complete our checks and write to you within 10 working days of receiving everything we have asked for.

If what you send is satisfactory we will tell you when we will pay the grant into your bank or building society account. We will also give a date when we will announce the grant to the public and the media, so you need to make sure that news of the grant is not shared or made public until then.

If what you send is unsatisfactory we will find out whether you can resolve the problem. Occasionally there may be a more serious problem. In these cases we will withdraw our conditional grant offer and write to you telling you the reasons why.

- * Use this guide to check that you can meet our requirements.
- * Refer to this guide if we offer you a conditional grant.

Read this guide before you apply and refer to it alongside our offer letter.

We are here to help

If you get a conditional grant offer you will naturally be excited to hear that we want to fund your project. However, please don't put off dealing with the paperwork!

Remember you must not start your project until we have received, checked and approved the documents you send us and you have received a letter from us confirming the grant.

Please read our conditional offer letter as soon as you receive it, as it explains what you need to do next. Also read the checklist enclosed with the letter as it tells you what you need to send back.

If you do not understand anything get in touch with us as soon as you can.

Sometimes we find that there are problems with what we receive back, or we do not receive everything we ask for. If you return everything quickly you will have more time to sort out any problems.

We give you 20 working days to return everything we need and include a deadline in our conditional offer letter. This is because the money we have set aside for your project could be given to other projects that are ready to go ahead and can meet our requirements.

If you contact us before the deadline in our conditional offer letter and we agree that there is a good reason to extend it, we may give you up to 20 more working days to send everything we need. However, we will not extend our deadline again.

* Contact us if you have questions.

* Don't leave it till the last minute before sending everything back.

How to contact us

Our conditional grant offer letter will include the name, phone number and email address of the Assistant Grants Officer dealing with your application.

They will do everything they can to help, so please do get in touch with them if you do not understand something.

Make sure you have the unique reference number (URN) of your application to hand whenever you contact us. You will find this at the top of the conditional offer letter.

Contact us if you do not understand anything. We will be pleased to help.

What you need to send us

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

Our requirements for each type of organisation are summarised in the table below. We explain each requirement on pages 6 to 14 of this guide.

If you are a branch of a larger organisation that has management and financial control over your work we also need a letter from the larger organisation accepting overall responsibility for the grant. We explain this on page 14.

- * Use the table below to check which of our requirements are relevant to your organisation.
- * Make sure you can get everything we need together quickly.

	Offer letter and terms and conditions	Annual accounts or 12 month projection	Bank or building society details form	Bank statements or certified copies	Governing document
Registered charity or company limited by guarantee	✓	✓	✓	✓	
Other voluntary or community organisation	✓	✓	✓	✓	✓
Statutory bodies and schools	✓			✓	

Our requirements for Churches are the same as those for registered charities. Statutory bodies and schools that use a local authority bank account can provide a letter from a senior officer confirming the account details instead of bank statements.

Check which of these requirements are relevant to your organisation.

The conditional offer

We will send you two copies of the conditional offer letter, together with a checklist, declaration and our terms and conditions of grant.

You must return one copy of the letter and enclosures to us. Please keep the other copy for your records.

Read the terms and conditions carefully to make sure you can comply with them. If you do not understand any of them, contact us and we will go through them with you.

The declaration is where you confirm that:

- the information you put in your application form is true and has not changed since you applied
- the documents you are sending us are current, accurate and have been adopted or approved by your organisation
- your organisation has the power to accept the grant and carry out the project described in your application form
- you understand that if you make any seriously misleading statements or knowingly withhold any information, it will make your application invalid and you would be liable to repay any funds to us.

The main and the senior contact in your application form must sign the declaration. If either has changed since you applied, contact us for advice. If you are a company and your main contact is not a director or the company secretary, we will also need a third signature, from someone who is in one of these positions.

We need original signatures; we will not accept photocopies.

The letter, declaration, checklist and terms and conditions taken together form your grant agreement with us. You need to return them all to us, stapled together. Please don't send us just the declaration.

All organisations must sign and return the conditional offer letter.

- * Make sure you understand the terms and conditions of grant.
- * Check that the right people sign and date the declaration.
- * Send original signatures, not photocopies.
- * Return the letter, declaration, checklist and terms and conditions, all stapled together.

Send back the letter, checklist, signed declaration and terms and conditions.

Your organisation's accounts

We will ask you to send us your organisation's latest accounts. These must be signed and dated by your chair, secretary or treasurer (and by your auditor or independent examiner where appropriate).

We will check that the figures in your application form match those in your accounts.

If your organisation has been running for less than 15 months you may not be able to give us your accounts, so in these cases we will accept a 12-month financial projection for the year when you will spend the grant. Include the amount you are requesting from Awards for All under projected income and what it will be spent on under projected expenditure.

There is an example of a simple set of accounts on the next page. If you are a large organisation your accounts will be more complex.

Charities in Scotland must meet the requirements of the Charities Accounts (Scotland) Regulations 2006. You can find more information on Scottish Charily Accounting on the Office of the Scottish Charity Regulator website www.oscr.org.uk

Companies must meet the requirements of the various Companies Acts. For more information on accounting regulations for companies visit the Companies House website www.companies-house.gov.uk

We recommend that voluntary organisations that are not registered charities also follow the Office of the Scottish Charity Regulator guidance on how to produce annual accounts.

If your organisation's governing documents set out extra requirements (for example, that your accounts will receive a full audit) then your accounts should meet these requirements.

All organisations except statutory bodies and schools must send us their latest accounts.

- * Check that your accounts show a summary of all your income and expenditure.
- * Check that the name of your organisation is on your accounts.
- * Make sure your accounts have been signed by the right people.
- * If you have produced a new set of accounts since you sent us your application, please enclose them as well as the accounts that give the figures you put in your application form.

Check that your accounts have been signed and dated.

An example of a simple set of accounts

XYZ Group			
Income and expenditure account for year ended 31 March 2009			
	Unrestricted £	Restricted* £	2008 £
Income			
Hire of bikes	627	-	627
Fund raising	1,027	-	1,027
Donations	555	-	555
Bank interest received	12	-	12
Grants	-	2,000	2,000
Total incoming resources	2,221	2,000	4,221
Expenditure			
Publicity	120	-	120
Grants (trips)	-	1,500	1500
Post and stationary	93	-	93
Insurance	205	-	205
Volunteer expenses	580	-	580
Total resources expended	998	1500	2,498
Net income for the year	1,223	500	1,723
Total funds at 1 April 2008	550	-	550
Total funds at 31 March 2009	1,773	500	2,273
Balance sheet at 31 March 2009			
Fixed assets			0
Current assets			
Bank and cash			2,273
Current liabilities			
Creditors: (amounts due within one year)			0
Net assets			2,273
Funds			
Unrestricted funds			1,773
Restricted funds			500
Total funds			2,273
*Restricted funds can only be used for a specific purpose			
Signed:		(Treasurer)	
Date: 30 April 2009			

A financial projection will look similar to this example but your year-end date must be 12 months from the date your project starts and you should use 'projected income' and 'projected expenditure' instead of 'income' and 'expenditure'. Your projection also needs to reflect what you think your financial position will be on the date your project starts, so if you already have some income you need to include this.

The bank or building society details form

We will need your bank or building society to confirm that:

- your organisation has a UK-based bank or building society account in the name of your organisation
- at least two people are required to sign each cheque or make a withdrawal
- if any signatories are related or live at the same address they cannot authorise payments together.

We will send you a bank or building society details form. You will need to fill in Parts A, B and C of the form yourself, then take it to your bank or building society and ask them to complete Part D.

Some banks and building societies will complete Part D while you wait but others may need you to leave the form with them, so make sure you deal with this as soon as you can.

The bank or building society details form has enough space for three authorised signatories. If your account has more signatories than this please copy the form, fill in all the information about the account in your copy, add the details of the other signatories and ask them to sign it. Your bank or building society will need to stamp and sign this copy of the form too.

Your bank or building society may charge you a small amount to confirm your account details, which you cannot reclaim from us.

- * Check that you have put the date the account was opened, how many people have to sign each cheque and how many cheque signatories there are in total for the account.
- * Check that the total number of signatories you have put matches the number of people who sign the form.
- * Make sure you tick the Yes/No box to confirm if any of the signatories are related or live at the same address.
- * Check that every authorised signatory has signed the form, provided their date of birth and home address and you send us the original, not a photocopy.
- * Do not use correction fluid on the form, as we will not accept it if you do. If you need to correct a mistake ask your bank or building society to stamp and initial this.

Complete the bank or building society details form carefully.

Only voluntary and community organisations and community councils need to send a bank or building society details form.

If you want to use the same bank or building society account that you used for a previous grant, and you have provided us with a bank statement for this account in the last two years, you do not need to provide a bank details form or bank statement.

Please provide the Unique Reference Number of the previous grant and a letter confirming that there have been no changes to the account details or how the account operates (for example, the number of signatories required for each withdrawal).

We ask for bank or building society statements so that we can check how your organisation manages its finances.

Voluntary or community organisations and community councils

We will need to see three consecutive pages of original bank or building society statements. The most recent page you send must be less than three months old. Depending on the number of transactions and how often you receive statements the three consecutive pages may cover one, two, three or more months.

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 show your most recent transactions. If none of these pages show your account name, sort code, account number and roll number then you must also send us a certified copy of a page that does.

If your organisation has been running for less than three months we will need all the original statements you have (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. This also applies to new groups that have been running for more than three months but have received less than three statements.

Schools that have their own bank or building society account

We will need one original bank statement, or a copy of the most recent page from your passbook that has been certified by your building society with a stamp and signature as a 'true copy of the original'. If your account details are not on this page, you will also need to send a certified copy of a page that includes them.

All organisations must send original bank statements, except schools that use a local authority account and health bodies, which must send a bank details letter.

Schools that use a local authority bank or building society account

We will need a letter signed by a senior officer in the local authority written on its official headed paper, with details of the account that the grant will be paid into and confirmation that our grant will only be used for the project described in your application. The letter must have an original signature and include the name of the bank or building society, account name, sort code and account number.

Statutory bodies

We will need a letter signed by a senior officer from your organisation written on its official headed paper, with details of the account that the grant will be paid into and confirmation that the grant will only be used for the project described in the application. The letter must have an original signature and include the name of the bank or building society, account name, sort code and account number.

- * You must send original bank or building society statements, not photocopies. We will return them to you as soon as we have checked them.
- * If your organisation uses an internet account we still need original, paper statements, so you will need to contact your bank or building society and ask them to send these to you, as we will not accept downloaded versions.
- * If your bank statement shows debit card or internet transactions, or cash withdrawals, we will need to see a copy of your financial procedures to check that all transactions have to be authorised by two unrelated people not living at the same address. Please send these with your bank statement.

Send original bank or building society statements, not copies.

Your governing document

Your governing document sets out in writing how your 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 your organisation is set up properly and able to manage a grant. Considering your 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 usually need to see their governing documents. We also do not usually need to see the governing documents for Churches.

For all other voluntary and community organisations we ask you to send your governing document to us if we offer you a conditional grant, so that we can check that we can fund your organisation. If we find we cannot fund your organisation we will have to withdraw our offer.

If your organisation has a membership, we will check that it is open to all and that anyone can join, unless you are able to provide a good reason in your application why this is not the case. We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership. We will check that your membership rules do not contravene equalities legislation and that subscription fees are not prohibitive.

Your governing document should include the following:

- ▶ Your organisation's name, aims and objectives.
- ▶ How it achieves those objectives.
- ▶ How its governing body is elected or appointed.
- ▶ How people can join the group.
- ▶ What will happen to the assets if the organisation folds.
- ▶ The date when the organisation adopted the governing document.

Only voluntary and community organisations that are not a registered charity or a company need to send their governing document.

- * Check that your governing document is up to date and it reflects how your organisation operates.
- * Make sure a senior member of your governing body (such as your chair, vice chair or treasurer) has signed and dated your governing document
- * Check that you have not changed your governing document using correction fluid, as we will not accept it if you do.

Check that your governing document has been signed.

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); and
- produce their own annual accounts (which may be included in the parent organisation's annual report); and
- 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. So you will need to get a letter of endorsement from your parent organisation and return it to us. The letter must be signed and dated by a senior officer of your parent organisation, written on its official headed paper and include the following text:

To: The Awards for All Programme Manager.

I confirm that [enter name of applicant organisation] is a branch of [enter name of parent organisation] and I am authorised to sign this letter on its behalf.

My organisation supports the application from this branch and I understand that ultimate legal and accounting responsibility for the grant will lie with us as the parent organisation.

I confirm that the answers in the application form submitted by the branch are true and accurate and that both the parent organisation and the branch will comply with the Awards for All terms and conditions of grant.

Signed

Date

Name

Job title

Dependent branches need a letter of endorsement from their parent organisation.

- * Find out who to contact in your parent organisation as soon as you can.
- * Send them a copy of your application form and the conditional offer letter, checklist and terms and conditions of grant.
- * Make sure the letter of endorsement is written on your parent organisation's headed paper.
- * Make sure the letter of endorsement includes the name and job title of the senior officer of your parent organisation and that they sign and date it.

Find out who to contact in your parent organisation as early as you can.

Withdrawing a conditional offer

We check everything you send us and will write to you within 10 working days of receiving everything we have asked for.

Sometimes we identify a problem. It is usually something simple, such as missing information or a document that has not been signed. If this happens we will get in touch with you. Provided you returned the documents by the deadline in our conditional offer letter, we will extend this deadline by up to 20 more working days. As long as you resolve the problem by our new deadline we will confirm the grant.

Occasionally we discover a more serious problem. This is usually when the documents you have sent do not confirm what you told us in your application (for example, we find that your bank account does not meet our requirements or your governing document has a clause restricting membership).

If we discover a more serious problem we will contact you and explain that we will have to consider withdrawing our conditional grant offer. We may offer to extend the deadline in our conditional offer letter by an extra 20 working days if we think you may be able to resolve the problem during this time.

However, we will not offer you more time if:

- it is likely to take longer than an extra 20 working days to resolve the problem
- resolving the problem requires significant changes to the way your organisation is run or the project you applied to us for.

We cannot keep extending our deadlines as the money could be given to other projects that are ready to go ahead and can meet our requirements. Also too long an extension might take us beyond a project's start date and we can't fund activities that have already happened. So you must resolve the problem by our new deadline. We will not extend it again.

It is always a difficult decision when we have to withdraw a conditional grant offer from a project we wanted to fund. This only happens in a small number of cases and you can apply again as soon as you have resolved the problem. The fact that we have withdrawn a conditional offer will not count against a new application.

If we have to withdraw our conditional offer you can reapply once you have resolved the problem.

- * It is your decision whether to make any changes needed for us to confirm the grant.
- * There will only be a short amount of time to resolve a problem so if you need longer it may be better to apply again.

