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AWARDS FOR ALL

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Guide for applicants

## **Awards for All programme in Wales guidance notes**

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Our website: [www.awardsforall.org.uk](http://www.awardsforall.org.uk)

### **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.

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



The Big Lottery Fund is responsible for distributing half the money raised by the National Lottery for good causes.

Awards for All is our small grants programme, which aims to help improve local communities and the lives of people most in need.

You can apply for between £500 and £5,000.

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/wales](http://www.awardsforall.org.uk/wales)
- call our advice line: 0300 123 0735
- send us an email: [enquiries.wales@biglotteryfund.org.uk](mailto:enquiries.wales@biglotteryfund.org.uk)
- contact us using a textphone if you have a hearing impairment: 0845 6 02 16 59.

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 Wales. There are separate Awards for All programmes in England, Northern Ireland and Scotland. 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 £5,000 to help improve your local community and the lives of people most in need?
- \* Are you a voluntary or community organisation, school, community or town council, or a health body?
- \* 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](http://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

Until March 2009 we ran Awards for All with the Heritage Lottery Fund but they now have a separate small grants programme for heritage projects.

This change means that Awards for All will now only pay for heritage activities where the main purpose of the project meets one or more of our aims on page 6 of this guide.

We will not fund applications where the main purpose of the project falls within the scope of programmes run by the other Lottery distributors.

For further information on Heritage Lottery Funding please visit [www.hlf.org.uk/wales](http://www.hlf.org.uk/wales) or call 029 20 343413.

# What will Awards for All support?

Awards for All aims to:

- ▶ **Support community activity** – by helping communities to meet their needs through voluntary action, self-help projects, local facilities or events. (By communities we mean people in a local area or people who share a common interest or need.)
- ▶ **Extend access and participation** – by encouraging more people to become actively involved in local groups and projects, and by supporting activities that aim to be open and accessible to everyone who wishes to take part.
- ▶ **Increase skill and creativity** – by supporting activities which help to develop people and organisations, improve skills and raise standards.
- ▶ **Improve the quality of life** – by supporting local projects that improve people's opportunities, health, welfare, environment or local facilities, especially those most disadvantaged in society.

You must show how your project meets at least one of these aims to be considered for a grant.

We also have priorities, which are the people, communities and organisations 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.

Our priorities are:

- projects that integrate communities, bringing people of different ages, experiences or backgrounds and cultures together
- new organisations
- organisations with an annual income of less than £15,000
- projects that provide new services or activities to communities, where it has been shown that they do not exist
- organisations run by people from black and minority ethnic communities, including refugees, asylum seekers and travellers
- projects that improve the ability of disabled people to take part in activities, and
- projects that promote new methods of working.

# Who can apply?



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

- voluntary and community organisation
- school
- community or town council
- health body.

But under this programme we will not fund:

- individuals and sole traders
- profit-making organisations
- statutory organisations other than those listed above
- organisations not established in the UK.

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, memorandum and articles of association, set of rules or trust deed)
- \* at least three unrelated people on their board of directors (companies including community interest companies)
- \* at least three unrelated trustees on their governing body (registered charities)
- \* at least three unrelated people on their governing body (co-operatives, friendly societies, industrial and provident societies, unincorporated and unregistered not-for-profit associations).

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.

## Health bodies

These include:

- \* NHS Trusts
- \* Local Health Boards.

## 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 aims.

You can apply for between £500 and £5,000 to fund all or part of your project.

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

- educational toys and games
- equipment hire
- information technology equipment
- publicity materials for use in your project
- translation costs
- refurbishment of buildings
- research costs
- sessional workers (those who work only as and when required)
- 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
- existing activities and repeat or regular events, including those we have funded before
- feasibility studies
- fundraising activities for your organisation or others
- items that mainly benefit individuals (for example, equipment that is not shared)



- land, building, refurbishment, landscaping or property projects (including playgrounds and temporary buildings) costing £25,000 or more (including VAT)
- loans or interest payments
- ongoing staff costs (including salaries of permanent or fixed term staff)
- purchase of alcohol
- parties, meals or entertainment, unless they are clearly linked to our aims and demonstrate a long term benefit
- political or religious activities
- projects where it is considered that assistance may have been received from a third party for their own commercial benefit
- projects or activities that the state has a legal obligation to provide
- projects that you cannot maintain because of high ongoing costs or the need for specialist skills
- projects that cannot be completed within 12 months
- projects where the main purpose of the project is to promote or develop the arts, heritage or sport
- projects that take place outside of Wales
- routine repairs and maintenance
- used vehicles
- VAT that you can recover.

## 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 aims 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 £5,000 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 appear quite daunting. It takes time and it is best not to tackle it on your own or in one go.

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 '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 governing body 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 0735 or email us at: [enquiries.wales@biglotteryfund.org.uk](mailto:enquiries.wales@biglotteryfund.org.uk)

## 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. In fact, we suggest you avoid it. 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 aims on page 6 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 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](http://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 if 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 aims
- whether you meet our priorities
- if we have funded you before
- your organisation's income
- the total project cost.

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 more of our aims
- 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.

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 so our team meets regularly to discuss their assessments.

Our managers approve the final decisions.



## **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 £5,000 (in one or more grants) to an organisation in any 12-month period. We work this out using the date we confirmed our grant.

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.

# 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, community or town council clerk, 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 19.

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 ask 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 merits, in competition with others, so it may not be successful.

## **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.

## **Our Welsh language scheme**

Under Big Lottery Fund's Welsh Language Scheme, projects are required to demonstrate how they are accessible to Welsh speakers in their community. This includes providing all materials funded by the grant in both Welsh and English, advertising any posts funded by the grant bilingually and taking the linguistic nature of the community into consideration throughout the life of the grant.

Further guidance on these requirements are available in Big Lottery Fund's Welsh Language Scheme

[http://www.biglotteryfund.org.uk/wales/about-wal/welsh\\_language.htm](http://www.biglotteryfund.org.uk/wales/about-wal/welsh_language.htm)  
or through staff in the Wales office.

# 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**

- ▶ 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 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.

## **Community or town councils**

- ▶ We will need an original bank (or building society) 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.
- ▶ We may ask you to send a copy of your latest accounts or audit report.

## **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.

## **Health 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.**

## **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, health bodies and town or community councils are statutory bodies, 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 or advice line.

## **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.

We consider all applications in competition with each other and we know that you will be disappointed if we decide not to offer you a grant.

If your application is not successful 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, Welsh Language 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, when 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](mailto:dataprotection@biglotteryfund.org.uk) or by telephoning our advice line on 0300 123 0735, 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.

## Welsh Language

Under the Welsh Language Act 1993 all public bodies in Wales and organisations that receive funding from public bodies in Wales must meet the requirements of the Act in providing a bilingual service to the public in Wales.

This means that all Big Lottery Fund grant holders must:

- promote their project bilingually and provide bilingual versions of all publicity materials, including publications and websites, paid for by our grant
- advertise all posts paid for by our grant in both English and Welsh in the press and consider whether the post needs to be filled by a Welsh speaker, and
- consider the linguistic make-up of the community in which they work in throughout the life of the grant.

## Freedom of Information

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

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may 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.



# Help and advice

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

Call us with any questions you may have on 0300 123 0735 or email us at [enquiries.wales@biglotteryfund.org.uk](mailto:enquiries.wales@biglotteryfund.org.uk)

If you have a hearing impairment you can contact us using a textphone on 0845 6 02 16 59.

We work with a range of organisations that may be able to help you with your application or your organisation's governing document, such as Councils of Voluntary Service (CVS) and local authorities.

Here are some organisations and websites that you might find helpful.

The Welsh Assembly Government website is where you can find contact details for your Local Authority. They may have a Lottery officer or funding team that can help you.

**[www.new.wales.gov.uk/topics/localgovernment](http://www.new.wales.gov.uk/topics/localgovernment)**

You can find your local Council for Voluntary Service on the Wales Council for Voluntary Action (WCVA) website.

**[www.wcva.org.uk](http://www.wcva.org.uk)**

You may also find contact details for these organisations in your phonebook.

## **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, with your main contact and senior contact fully aware of the project aims, and apply directly to us.