

★  
**AWARDS  
FOR ALL**

---

BIG  
LOTTERY  
FUND

England



Guide for applicants

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

**Stock code:** BIG-A4AENG02

**Print:** Belmont Press

**Photography:** Rob Baker Ashton, Peter Devlin, Brian Morrison, Robert Rathbone

**Design:** Graphicsi Ltd

### **Further copies available from:**

Phone: 0845 4 10 20 30

Textphone: 0845 6 02 16 59

Email: [general.enquiries@awardsforall.org.uk](mailto:general.enquiries@awardsforall.org.uk)

Our website: [www.biglotteryfund.org.uk](http://www.biglotteryfund.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. You can find out more about us, our values and the funding programmes we run by visiting our website [www.biglotteryfund.org.uk](http://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.

© Big Lottery Fund, May 2011

# Contents

The application process	4
Awards for All and the Big Lottery Fund	6
Who can apply?	7
What will we pay for?	9
How we assess applications	11
What happens if we offer you a grant?	14
What we will ask you to send us	15
If your application is unsuccessful	17
Data protection and Freedom of Information	17
Help and advice	18

## **This guide has been designed to help you when applying to the Awards for All programme.**

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 May 2011.

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

Call us with any questions you may have on 0845 4 10 20 30 or email us at [general.enquiries@awardsforall.org.uk](mailto:general.enquiries@awardsforall.org.uk) or visit our website at [www.awardsforall.org.uk/england](http://www.awardsforall.org.uk/england)

# The application process

## Read this guide

This guide will enable you to understand if we are able to fund your organisation and project, and will help you complete the application form. It also provides information on how we assess your application, and what happens next if you are successful.

## Complete your application form

Send your application to us **at least three months** before your project is due to start. We will only consider one application from your organisation at a time. If you are a current grant holder you need to have satisfactorily met all our grant monitoring requirements before applying again.

We will acknowledge receipt of your application within **five working days** of it being received. If your application is not complete it will be returned to you and you will have **10 working days** to send us the missing information.

## We assess your application

We aim to have a decision to you within **30 working days of receiving a complete application**. We may need to contact you during this time.

## We tell you our decision

If your application is successful you will have 20 working days from the date of our conditional offer letter to accept our terms and conditions, and to provide the supporting documentation described in the “What we will ask you to send us” section of this guide.

If you do not do this we will withdraw our conditional grant offer. If your application is unsuccessful, we will write to you and tell you why.

## **We check your supporting documents**

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

If the documents are satisfactory we will write to you confirming the grant, which bank/building society it will be paid into and when. We will also announce it to the press and media.

If the documents are not satisfactory or we require further information, we will contact you if we think this is something you can resolve. If there is a major problem or something that cannot be resolved, we will withdraw our conditional grant offer and tell you the reasons why.

## **Start your project**

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

## **Finishing your project**

You must complete your project within 12 months of the date of our letter confirming the grant. You will be asked to complete an end of grant report telling us how the grant has been spent and what was achieved.

We may visit or telephone you, or ask to see original receipts to check how the grant was spent.

# Awards for All and the Big Lottery Fund

The Big Lottery Fund is responsible for distributing some of 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.

## Is Awards for All right for you?

- \* Do you need between £300 and £10,000? (the Awards for All programme will not give more than £10,000, in one or more grants, to an organisation in any one year period)
- \* Are you a voluntary or community organisation, school, health body or a parish or town council?
- \* Do you have a UK-based bank account in the name of your organisation (or for schools, a local authority bank account) and financial procedures, that both require at least two people who are unrelated and do not live at the same address to sign cheques or make a withdrawal (including debit card or internet purchases and cash withdrawals)?
- \* Will your project be complete within one year and can you send your application at least three months before your project starts?

**If you answered yes to all these questions, then Awards for All could be right for you.**

**If you are an individual or sole trader, profit-making organisation, statutory organisation (other than those listed above) or an organisation not established in the UK, then the Awards for All programme is unable to fund you.**

## Important information for arts, sports and heritage projects

Until March 2009 we ran Awards for All with other organisations which distribute lottery funds. There are now separate programmes for arts, sport and heritage projects delivered by the Arts Council, Sport England and Heritage Fund respectively.

This change means that Awards for All will not fund applications where the main purpose of the project falls within the scope of the programmes run by the other lottery distributors.

Awards for All will only pay for projects related to the arts, sports or heritage activities where the main purpose of the project meets one or more of the outcomes on page 11 of this guide which are about improving communities, skills, health or the environment.

# Who can apply?

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

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

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

- \* unincorporated, not-for-profit 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 unrelated people on their governing body, management committee or board of directors.

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 schools

We welcome applications from schools but we will not pay for activities or services that schools have a statutory responsibility to provide for example, curriculum based activities, or any activity taking place during curriculum time. We expect projects to take place before or after school, during lunchtime or in the holidays unless you can provide us with a good reason in your application why this is not possible.

## Health bodies

These include:

\* Primary Care Trusts

\* NHS Hospital Trusts

\* Foundation Hospitals.

## Applications from branches of other organisations

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 their own bank or building society account and are responsible for this account and 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 and you are unsure whether you can apply, please contact us.

# What will we pay for?

You can apply for between £300 and £10,000 to pay for some or all of your project costs. The Awards for All programme will not give more than £10,000 (in one or more grants) to an organisation in any one year period.

There are some things we are unable to pay for and these are shown below.

## What can't we fund?

- 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 of your organisation (for example, utility bills, council tax, rent, insurance)
- contingency costs
- endowments (to provide a source of income)
- existing activities and repeat or regular events, including those we have funded before (unless it is more than three years since those activities or events took place, or they have been developed, for example they are going to be run with new beneficiary types or in a new area)
- feasibility studies for building projects that will cost more than £25,000 (including VAT)
- fundraising activities for your organisation or others
- items that mainly benefit individuals (for example equipment that is not shared)
- items that are purchased on behalf of another organisation
- land, building, refurbishment, landscaping or property projects (including playgrounds and temporary buildings) costing more than £25,000 (including VAT)
- land or building projects where the ownership or lease is not yet in place (including any planning permissions)
- loans or interest payments
- ongoing staff costs (including salaries of permanent or fixed term staff)
- political or religious activities
- 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 of the date of the letter confirming the grant
- purchase of alcohol
- routine repairs and maintenance
- used vehicles
- VAT that you can recover
- projects where the main purpose is to increase participation in sports, arts or heritage.



## **Funding for your project from other sources**

If your project costs are more than you are requesting from Awards for All and you need to raise funds from other sources, you must be able to show that this will not delay your project.

## **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 of the date of the letter confirming the grant.

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. This should also be in place before applying to us.

# How we assess applications

## Complete applications

If we receive an incomplete application, this will be returned to you, which could cause a delay to your application. You will be given **10 working days** to send us the missing information. Some helpful tips on completing the form are listed below:

- the main and senior contacts should be different people and the senior contact must be in an appropriate position as outlined in the help notes beside question eight
- the date of birth must be completed for each contact
- home addresses must be provided for contacts (unless you are a school, health body, parish or town council)
- each contact should provide a landline telephone number
- question six on accounts should be fully completed. If you are a new organisation which has been running for less than 15 months, you should provide a projection of your income and expenditure and include the amount you are requesting from us
- the budget table in question 13 should be completed in full, including totals and the amount you are requesting from us.

We will aim to have a decision to you within 30 working days of receiving a complete application.

## The Awards for All outcomes

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

- ▶ **People have better chances in life** – with better access to training and development to improve life skills.
- ▶ **Stronger communities** – with more active citizens working together to tackle issues within the community.
- ▶ **Improved rural and urban environments** – which communities are able to better access and enjoy.
- ▶ **Healthier and more active people and communities.**

During our assessment we will look at the following factors to help us reach a decision:

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

At times we find we do not 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 which helps us do this. More points are given to applications that:

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

We aim to assess each application equally and fairly and our team meets regularly to discuss their assessments. Our managers approve the final decisions.



# Policies and Insurances

## **Projects working with children, young people or vulnerable adults**

If you are applying for a project to work with children, young people or vulnerable adults, you must have a policy that explains how you will make sure they will be safe. It is your responsibility to have acceptable safeguarding policies and procedures 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 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 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.

# What happens 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, accepting our terms and conditions of grant and sending us documents that allow us to check how your organisation is run.

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 additional documents we may ask for.

## Confirming our grant

If everything you send us meets our requirements we will write to you within 10 working days of receiving it, telling you when we will pay the grant and when you can 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. Please make sure that you get receipts for all the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them. We may also visit you to check how the grant has been spent.

Please keep us up to date if your project or any of your contact details change at any stage of your grant.

## 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 **the Awards for All programme will not give more than a total of £10,000 (in one or more grants) to an organisation in any one year 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 one year 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. You also need to satisfactorily complete all grant monitoring requirements before applying again.

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

- ▶ 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.

## Parish 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.**

## **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 (including debit card or internet purchases and cash withdrawals).
- \* 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.

## **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.

## **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.

# If your application is unsuccessful

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 and Freedom of Information

## Data protection

We will use the information you give us 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.

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 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 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.

## 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.

# 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 0845 4 10 20 30 or email us at [general.enquiries@awardsforall.org.uk](mailto:general.enquiries@awardsforall.org.uk) or visit our website at [www.awardsforall.org.uk/england](http://www.awardsforall.org.uk/england)

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. These include Councils for Voluntary Service, Rural Community Councils and local authorities.

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

You can find your local Council for Voluntary Service on the National Association for Voluntary and Community Action (NAVCA) website [www.navca.org.uk/liodir](http://www.navca.org.uk/liodir)

ACRE (Action with Communities in Rural England) has a list of Rural Community Councils on its website. [www.acre.org.uk/Resources/useful-links/useful-links-rcan](http://www.acre.org.uk/Resources/useful-links/useful-links-rcan)

Your local authority may have a Lottery officer or funding team that can help you. Contact details for all local authorities are on the Direct Gov website at: [www.direct.gov.uk/en/DI1/Directories/Localcouncils](http://www.direct.gov.uk/en/DI1/Directories/Localcouncils)

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 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, health bodies and town or parish 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.



