



AWARDS FOR ALL

Northern Ireland

BIG
LOTTERY
FUND



Guidance notes

Making awards of between £500-£10,000

Awards for All programme in Northern Ireland guidance notes.

For use in conjunction with the April 2010 application form.

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Further copies available from:

Phone: 028 9055 1455

Textphone: 028 9055 1431 (for those with a hearing impairment)

Email: enquiries.ni@biglotteryfund.org.uk

Our website: 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 seven values that underpin our work: fairness; accessibility; strategic focus; involving people; innovation; enabling; additional to government.

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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Big Lottery Fund's Awards for All programme in Northern Ireland

Thank you for asking for an Awards for All application pack. Before you fill in your application form, please take time to read these guidance notes carefully. You will find information about who can apply for an award, the kinds of things we will give awards for and what happens when you apply.



About Awards for All

Awards for All is a small grants programme delivered and funded by the Big Lottery Fund in Northern Ireland.

The main aim of the programme is to bring real improvements to communities and to the lives of people most in need by funding projects which involve people in their communities, bringing them together to enjoy a wide range of charitable, community, educational, environmental and health-related activities.

We want our money to make a difference by helping:

- people to participate in their communities to bring about positive change
- people to develop their skills and widen their experiences
- people to work toward better and safer communities
- improve people's physical and mental health and well being.

We hope these awards will improve people's lives and will strengthen community activity.

Key features of Awards for All are:

- * You can apply at any time.
- * The application form is simple.
- * You will normally hear our decision in three months.

If you are a local organisation and your project needs between £500 and £10,000 then Awards for All could be for you.

increasing people's self-confidence

Awards for All aims

We want to help organisations run projects which:

- * Bring people together and increase community activity by helping communities to meet their needs through voluntary action, self-help projects, local facilities or events. 'Communities' can be people in a local area or people who share a common interest or need.
- * Involve more people in a wide range of community activities by supporting new activities and those which are open and accessible to everyone who wants to take part.
- * Increase skill and activity by supporting activities which help to develop people and organisations, encourage talent and raise standards.
- * Improve quality of life by supporting local projects that improve people's opportunities, welfare, health or environment, especially those most disadvantaged in society.
- * Are well organised and planned. Well thought-out activities meet community needs better and have the most impact.

bringing real improvements
to communities and to the
lives of people most in need

Awards for All priorities

Awards for All is a competitive programme and we expect to receive many more applications than we are able to fund.

We will give high priority to projects with activities that are new or develop what you do now.

We will give priority to applications which:

- increase opportunities for volunteering
- build community capacity, which may involve:
 - helping people to develop new skills
 - giving people opportunities to use their skills in new and different ways
 - increasing people's self-confidence
 - encouraging people in local communities to identify their own and other people's needs
 - inspiring people to become more involved in their community and the wider society, and
 - encouraging people to recognise the difference they can make in their community.

We will also give priority to projects which have not previously received funding from Awards for All.

We will give low priority to applications:

- for activities that are similar to those you have run in the past, and
- from organisations with a high level of income.

We welcome applications for projects combining a range of community activities.

Some examples of projects funded by Awards for All

- * Developing an existing service in your area, such as a playgroup, lunch club or information centre.
- * Helping more people to play a fuller part in local life, for example producing a community newsletter, talking newspapers for people who are blind or visually impaired, mobility schemes or respite services.
- * Helping your neighbourhood organisation to set up a new service in your community.
- * Small improvements to premises that you own or lease.
- * Developing skills for volunteers and committee members.
- * Creating a wildlife garden.
- * Providing start up costs for a neighbourhood composting scheme.
- * Encouraging activities to promote healthier lives and good mental health such as keep fit classes for older people.

Who can apply?

You can apply to Awards for All if you are:

- a voluntary and community organisation, or
- a statutory organisation.

And:

- you have a UK bank or building society account in the name of your organisation, which requires at least two unrelated signatures on each cheque or withdrawal
- you can meet our requirements for annual accounts
- you need an award of between £500 and £10,000
- you can spend the award within one year
- the people who will benefit from your project live in Northern Ireland
- you have adopted appropriate policies in line with your type of work
- your award will pay for your project-related costs.

We cannot make awards to:

- individuals and sole traders
- companies which aim to distribute a profit
- organisations not legally established in the UK.

inspiring people to
become more involved
in their community

Who can apply?

Voluntary and community organisations

Voluntary and community organisations include:

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

Voluntary and community organisations must have a written governing document (for example, a constitution, set of rules or trust deed) and at least three people on their governing body or management committee who are not related to each other.

You can find more information about good governance in our guide available on our website at http://www.biglotteryfund.org.uk/good_governance_guide2.pdf or from our information team.

Branches

Your organisation may be a branch of a larger organisation. If so, you can normally only apply if your organisation is an **independent branch**. By 'independent' we mean that **you must have**:

- your own governing document
- a management committee of your own which has control over your work
- a UK bank or building society account in the name of the organisation and under its direct control
- your own annual accounts approved by your own management committee, signed and dated
- control over your own income and how you spend it.

If you are not independent you may still be able to apply for an award, but you will need the support of the larger organisation.

If you are a dependent branch, but have a management committee, a UK bank or building society account in the name of your branch and produce your own annual accounts, you can still apply for an award. However, you will need the support of

the organisation you are linked to and must make sure that they will take legal responsibility for any award made to you. Please discuss this with the larger organisation before you apply. If your organisation is a dependent branch, you can download a parent endorsement letter from our website, <http://www.biglotteryfund.org.uk>, which must be completed by the larger organisation that you are linked to.

If you are a dependent branch and do not have a management committee, a UK bank or building society account and your own annual accounts, the larger organisation that you are linked to should apply for an award.

If you would like to discuss your organisation's status, you can call us on 028 9055 1455.

New voluntary and community sector organisations

We welcome applications from new voluntary and community sector organisations. If you are a new organisation, your committee should adopt a governing document before you apply. We realise that new organisations will not yet have a set of annual accounts. Instead, we need a statement of your projected income and expenditure for your first year. You will also need a UK bank or building society account. All the documents you send us must be in the correct name of your organisation, as in your governing document.

If you are not sure if your new organisation meets these requirements, you can call us on 028 9055 1455.

What do we need?

Voluntary and community organisations

All the documents you send us in support of your application must be in the full correct name of your organisation, as set out in, for example, your governing document.

Bank or building society accounts

You must have a UK-based bank account in the name of the organisation that applies for a grant and will carry out the project.

We require at least two unrelated 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.

You need to send us three consecutive pages of original bank or building society statements (not transaction listings) with the recent being no older than three months. These must be in the correct legal name of your organisation, as in your governing document.

If your organisation uses a passbook account, you must send us photocopies of three consecutive pages from your passbook that show the account name and number, as well as your most recent transactions. You need to ask the building society to stamp and sign all the photocopied sheets as 'true copies of the original'.

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

You will also need to send us a completed 'bank or building society details form', which is attached to the end of the application form. Your form, including continuation sheets, must contain original signatures and be signed and stamped by your bank. Your bank may charge you a small amount for this, which you cannot reclaim from us. The bank or building society account details should be for the account that you want your grant to be paid into.

Accounts or income and expenditure projections

All voluntary and community sector organisations must produce a set of accounts at the end of their financial year. These accounts are then agreed by the members of the organisation at the Annual General Meeting. You must send us a copy of your most recent annual accounts, signed and dated as approved. Your annual accounts should not be more than 12 months old.

Please note that the annual accounts must be in the full correct name of your organisation, as in your governing document and signed as approved by an office holder.

Referees

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.

Who can apply?

Statutory organisations

Statutory organisations include:

- schools
- other education bodies
- councils
- health bodies.

Statutory organisations will have to show that they are delivering a new project, and that the funding is:

- for activities that the government does not have a legal obligation to provide
- in addition to existing funding, and
- not already supported by funding from taxes.

For schools, this means that your project:

- must not be part of the curriculum
- will not normally take place in classroom time.

Statutory organisations **need to** send us:

- one original bank or building society statement that is not more than three months old for the account that you want your grant to be paid into.

Statutory organisations **do not need** to send us:

- a governing document
- annual accounts
- a bank or building society details form.

How much we can fund

You can apply for funding from £500 to £10,000 for a project.

- ▶ You can only hold one award at any one time.
- ▶ You can reapply for funding if we have received your completed end of award report but, we cannot make a decision until we have approved the report together with any other monitoring requirements.
- ▶ You may reapply for funding to meet the needs of your projects but the total amount of funding awarded to your organisation in any 12 month period cannot be more than £20,000.
- ▶ You may apply for projects that are a development of projects which we have previously funded under Awards for All.

Please apply only for what you need. We will reject applications for projects with budgets that have not been thought through.

Awards for All will fund full recovery of administration and overhead costs relating to the project but we will expect most organisations to contribute something towards the cost of their project from their own resources.

If you are not sure whether or not we can fund your project, please give us a call on 028 9055 1455 or textphone (for those with a hearing impairment) 028 9055 1431 or check our website at www.biglotteryfund.org.uk

We will try to help in any way we can.

helping people to develop new skills

When to apply

Please remember to send us your application well in advance of any planned project, as we cannot fund any activities or events if they have already happened.

We can only make decisions within three months of receipt of complete applications. If you are unclear on anything concerning your application for an Awards for All grant, please see 'Getting advice' on page 15.

If you do not send us all the information we require we will not be able to process your application. We will write to you asking for the missing information and give you 10 working days to send it to us. If we do not receive all of the missing information by the deadline, we will withdraw your application from the assessment process.

Safeguarding and equality

Safeguarding policies and other legal requirements

We need to be sure that any children, young people under the age of 18 and vulnerable adults you may work with will be safe. If your project will be working with any of these people, you must have a policy that explains how you make sure of this and be able to show that the policy is put into practice. We may ask for other policies that are relevant to how you will run your project.

Equality considerations

We believe that organisations that put equality right at the heart of project design and implementation are more likely to achieve better results.

By equality we mean recognising that some people need to be treated differently to help them have the same opportunities.

We have developed a guide called 'Equality Matters', which will advise you how to incorporate equality into planning new projects. It explains Big Lottery Fund's equality principles and why it is important to pay attention to these if you are applying to Awards for All. You can find 'Equality Matters' on our website at http://www.biglotteryfund.org.uk/equality_matters.pdf or request a copy from our information team.

encouraging activities to
promote healthier lives
and good mental health

We will not fund

We will not fund:

- projects run by arts organisations or artists to carry out their work and/or engage people in the arts
- projects run by sports clubs that aim to increase participation in sport
- projects run by organisations that aim to increase awareness of the natural or built heritage in Northern Ireland
- trips outside the UK
- general running costs which are not part of your project, for example, regular ongoing staff costs, rates, gas or electricity bills, routine repairs and maintenance (including maintenance equipment), regular rent payments
- salary costs of new permanent or fixed term staff
- major refurbishment or part-funding a major capital project
- items which only benefit an individual, for example: prizes, scholarships, bursaries, personal clothing or equipment, purchase of tickets for events
- equipment stored in an organisation member's home
- endowments
- loan payments
- vocational training
- purchase of alcohol
- VAT that you can recover from HM Revenue and Customs
- child protection and vulnerable adult registration fees
- activities promoting religious beliefs
- activities promoting political beliefs
- activities that are funded through taxes
- costs which will be paid to members of the applicant organisation, for example, as tutors or facilitators
- goods or services that you order or receive, and activities or events that happen, before the date of our award letter (this is called retrospective funding)
- second-hand equipment
- donations (to individuals, organisations or charities)
- fundraising events or activities
- affiliation or membership fees (except if an organisation is new)
- costs we think are unreasonable
- statutory organisations to run projects that only:
 - engage people in the arts or
 - increase participation in sport or
 - increase awareness of natural or built heritage in Northern Ireland.

increase opportunities for volunteering

Getting advice

You will probably find it helpful to discuss your application with someone who knows about your organisation's work and can advise you. The following organisations may be able to give you advice on preparing your application to Awards for All:

- your local council such as a community development officer or grants information officer
- your relevant parent or umbrella body, local network or governing body
- Northern Ireland Council for Voluntary Action (NICVA)
61 Duncairn Gardens
Belfast
Co Antrim
BT15 2GB
T: 028 9087 7777
F: 028 9087 7799
www.nicva.org

Publications are available from our website or by calling our information team on 028 9055 1455:

Equality Matters - http://www.biglotteryfund.org.uk/equality_matters.pdf

Good Governance guide - http://www.biglotteryfund.org.uk/good_governance_guide2.pdf

Other Lottery distributors

Each Lottery distributor has separate programmes for arts, sports and heritage projects. If you want to apply for funding for an arts, heritage or sport related project you may wish to contact:

Arts Council of Northern Ireland

MacNeice House
77 Malone Road
Belfast BT9 6AQ
T: 028 9038 5200
F: 028 9066 1715
www.artscouncil-ni.org

Heritage Lottery Fund

51-53 Adelaide Street
Belfast BT2 8FE
T: 028 9031 0120
F: 028 9031 1021
northernireland@hlf.org.uk
www.hlf.org.uk

Sport Northern Ireland

House of Sport
Upper Malone Road
Belfast BT9 5LA
T: 028 9038 2222
F: 028 9038 3822
www.sportni.net

Businesses that offer help

We are aware that 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 behalf of us. 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.

It is important that you complete the form yourself and apply directly to us.

What happens next?

Submitting your application

Once you have read the guidance notes and completed your application form, you should send it, together with all required enclosures to:

Big Lottery Fund
Awards for All Northern Ireland programme
1 Cromac Quay
Cromac Wood
Ormeau Road
Belfast BT7 2JD

Remember to keep a copy for your records.

The assessment process

When we receive your application form and supporting documents, we will acknowledge them within five working days. We will check to see if your application is complete. You should use the checklist on page 2 of the application form to make sure the application you are sending is complete.

If your application:

- is **complete**, we will give you a reference number to use in the future. We will then assess your application.
- is **incomplete**, we will give you a reference number, but we will not be able to process your application further. We will write to you asking for the missing information and give you 10 working days to send it to us. If we do not receive all of the missing information by the deadline, we will not assess your application, and will withdraw it.

When one of our officers has assessed your complete application and if it meets the Awards for All requirements a decision will be made about whether or not to give you an award.

You will normally hear our decision within three months of us receiving your complete application, although it will take longer if your application is incomplete. Please remember this when you apply.

If your application is unsuccessful, we will let you know why. This may help you to decide whether or not to apply to Awards for All again.

Successful applications

If we decide to give you an award, we will send you an offer pack which will confirm the amount and what the award is for. It will also contain information about how you can publicise your project, a press embargo date and an end of award report.

If your application is successful, we will send payment to the UK bank or building society account you gave in your application within one month from the date of the award letter.

You will have to monitor your project while it is happening.

If your project needs to change, you should contact your officer for advice.

Once you have finished your project you will have to complete an end of award report. You cannot reapply to the programme until this has been received and approved.

You may be visited by an officer or asked to produce receipts for all expenditure relating to the award.

Important information about Awards for All

Please read carefully

You must read and understand this section before applying to Awards for All.

Grant agreement

If we make an award to your organisation, you will have to comply with our terms and conditions. You will also have to comply with all relevant legislation affecting the way you carry out your project. **You must agree to our terms and conditions when you apply** by signing the grant agreement section of the application form. This does not guarantee that you will get an award, but will help us pay any award quickly. If you get an award, you must use it only for the project set out in your application form. You cannot give the award, or assets acquired with it, to any other organisation or individual. You must spend the award within one year of the date on our award letter and you will have to comply with our monitoring and reporting requirements.

All decisions on applications are final.

Once we have paid an award, we are not committed to giving any more funding for your project.

Government policy and rules on distributing Lottery funds can change, so can the information in these guidance notes. We may alter our policies, processes and assessment criteria.

The application form does not necessarily give all the information we need to decide on your application. If necessary, we may ask for more information to check your application and organisation.

Please do not try to influence the decision by lobbying the Big Lottery Fund, directly or indirectly.

We may use the name of your organisation and its project in our own publicity materials if you are successful.

Customer service

If you contact us for any reason, you are one of our customers. We have a customer service charter which is a guide to the level of service you can expect and is available from our website at http://www.biglotteryfund.org.uk/pub_cust_charter.pdf

For more information on the Big Lottery Fund's Awards for All programme in Northern Ireland contact:

Big Lottery Fund
1 Cromac Quay
Cromac Wood
Ormeau Road
Belfast BT7 2JD

Phone: 028 9055 1455
Fax: 028 9055 1445
Textphone: 028 9055 1431 (for those with a hearing impairment)
Email: enquiries.ni@biglotteryfund.org.uk