



ARIAN I BAWB

AWARDS FOR ALL

CRONFA
LOTERI
FAWR
BIG
LOTTERY
FUND

Wales

URN:
Office use only



Application form

Use this form to apply to Awards for All

Before you start filling in this form make sure you have read the guide for applicants carefully.

There are also help notes next to each question that explain how to answer it.

Many of the questions in the form start with a 'yes' or 'no' option. If you tick 'no' you can go straight to the next question.

For some questions we have a maximum number of words, to give you an idea of the amount of detail we need. You may well be able to answer these questions in fewer words than the maximum.

We update our programmes from time to time, so if you have had this form 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 November 2009.

If you have any questions or communication needs (such as Braille or large print, screen reader, audiotape, sign language or a community language) or if you would like the application form and guidance for applicants in Welsh please:

- visit our website: www.biglotteryfund.org.uk
- call our advice line: 0300 1 23 0735
- send us an email:
walesapplications@awardsforall.org.uk
- contact us using a textphone if you have a hearing impairment: 0845 6 02 16 59.

About this form

If you have downloaded this form from our website or received it by email you can type directly into it and save your answers.

You should save the form to your own computer first and you must have version 7, or above, of Adobe Reader installed.

We have produced an Adobe Reader help note, which you can get from our advice line.

You must not change any of the questions or alter any part of the form. If you do, we will not accept your application.

If you are using a paper form please write clearly in black ink or type. Do not use correction fluid, as your application will be returned.

Sending us your application

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

When your application form is complete, email it to:
walesapplications@awardsforall.org.uk

Please put the name of your organisation in the subject field of your email. You will receive an automatic email from us confirming that we have received your application.

Or send your application to:

Awards for All Wales applications
Big Lottery Fund
2nd Floor, Ladywell House
Newtown
Powys
SY16 1JB

Please do not send any other documents or a covering note. If we need more information we will ask you for it during our assessment.

Checking your application is complete

Before you send your application to us, please check that you have answered all the relevant questions.

Voluntary or community organisations must answer every question except 2.2 and 2.3.

Schools must answer every question except 2.1 and 2.3.

Community or town councils must answer every question except 2.1, 2.2 and 2.3.

Health bodies must answer every question except 2.1 and 2.2.

Part one

About your organisation

1. What is your organisation's name and address?

Organisation name

Organisation address

Postcode

2. What type of organisation are you?

- Voluntary or community organisation
go to question 2.1
- School
go to question 2.2
- Health body
go to question 2.3
- Community or town council
go to question 3

2.1 Voluntary and community organisations only

a) Are you a registered charity?

No

Yes

If yes, what is your registration number?

b) Are you a company limited by guarantee?

No

Yes

If yes, what is your company number?

Help notes

Give the full name as it appears on your governing document.

Tell us your organisation's main or registered address, including postcode.

Please tick **one** box only then go to the relevant next question.

We explain what we mean by voluntary and community organisations on page 8 of our guide for applicants

Answer parts a) to f) of this question if you ticked voluntary or community organisation, then go to question 3.

By 'registered charity' we mean registered with the Charity Commission.

Tell us if your organisation is incorporated as a company limited by guarantee.

c) When did your organisation start?

Month Year

d) How many people are on your organisation's governing body or management committee?

e) Are you a branch of a larger organisation?

No Yes

If yes, what is name of the larger organisation?

f) Are there any restrictions on who can join your organisation?

No Yes

If yes, what are they and why do you have them (maximum 50 words)

2.2 Schools only

What type of school are you?

Do you have a DCSF reference number?

No Yes

If yes, what is your reference number

Give both the month and year.

Give the total number of people currently on your governing body or management committee.

If you are a branch of another organisation that has management and financial control over you they may have some legal responsibility if we give you a grant.

If your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not. We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership.

Answer this question if you ticked school, then go to question 3.

Tell us the type of school you are, for example, Community, Foundation or Voluntary.

DCSF stands for Department for Children, Schools and Families.

2.3 Health bodies only

What type of health body are you?

3. Does your organisation have a website?

No

Yes

If yes, what is your website address?

4. Does your bank or building society account meet our requirements?

No

Yes

If yes, please give details of the bank or building society account into which we would pay the grant:

Name of the bank or building society you hold an account with

Your account name (the organisation name on your statements)

Account number

Sort code

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Building society roll number (if appropriate)

Answer this question if you ticked health body, then go to question 3.

Tell us what type of health organisation you are, for example, NHS Trust or Local Health Board.

If you have a website, tell us the address of your home page.

We explain our requirements on page 21 of our guide for applicants. To receive a grant you must be able to tick 'yes' and provide the information we ask for if we offer a grant. If you tick 'no' we will reject your application.

Your account must be in the name of the organisation that is applying for a grant 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 will need written confirmation from your bank or building society that these people cannot authorise the same payments.

If you are a school, a local authority bank account is also acceptable.

5. Provide a summary from your most recent accounts

Are the figures below:

Information from the latest accounts approved by your organisation

or

A projection because your organisation has been running less than 15 months.

Account year ending:
Day/Month/Year

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Total income for the year (A)

£

Total expenditure for
the year (B)

£

Surplus or deficit at the
year end (A-B)

£

Total savings or reserves at
the year end

£

6. Is your organisation registered for VAT?

No

Yes

If yes, what is your VAT number?

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If your organisation has been running for less than 15 months, you may not be able to give us this information. Instead we will accept a 12-month financial projection for the year when you will spend the grant. Please include the amount you are requesting from Awards for All in your projection.

Your financial year can be for any 12 consecutive months.

This should include all the income your organisation has received and all items of expenditure for your last financial year. For schools it should include your whole school budget.

If you are registered for VAT you can apply for the cost of non-recoverable VAT only.

7. Has your organisation applied for a Lottery grant before?

No

Yes

If yes, give the name of each lottery distributor you have applied to and the reference number of your most recent application to them.

Name of Lottery distributor	Reference number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

8. Who is the main contact for this application?

Title Forenames (in full)

Surname

Position in organisation

Date of birth

Address

Postcode

This relates to any Lottery distributor, not just Big Lottery Fund or Awards for All.

Give the reference number of your most recent application to each distributor, even if it was not successful.

We need this information even if your last application was some time ago.

If you do not know the reference number put 'don't know' in the box.

This must be the person that submits the application. They should be someone from your organisation who can talk about your project and we can contact during office hours. They must be over eighteen years old. For schools, someone who is directly employed by the school must submit the application (for example, a teacher or administrator).

The date of birth and address helps us prevent and detect fraud.

For voluntary and community organisations you must give your home address. For schools, health bodies and town or community councils give your business address (or put 'same as question 1' if appropriate).

Phone number: Day

Phone number: Evening

Email address

Which address should we use to notify you of our decision?

The main organisation address in question 1.

The address in this question.

Which language should we use?

Welsh

English

Do you have any communication needs?

No

Yes

If yes, what are your communication needs?
(maximum 20 words)

At least one of the phone numbers must be a landline number

Tick **one** box only.

Tell us which language you would prefer.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

9. Who is the senior contact for this application?

Title Forenames (in full)

Surname

Position in organisation

Date of birth

Address

Postcode

Phone number: Day

Phone number: Evening

Email address

If we need to write to them, which address should we use?

The email address in this question.

The address in this question.

Which language should we use?

Welsh

English

Does your senior contact have any communication needs?

No

Yes

If yes, what are they? (maximum 20 words)

For voluntary and community organisations this must be your chair, secretary, treasurer or other senior member of your management committee. They must be over eighteen years old. For companies it should be a Director or the Company Secretary. For schools it should be your head teacher. For parish or town councils it should be the clerk to your council. For health bodies it should be your chief executive or director. The date of birth and address helps us prevent and detect fraud.

The senior contact must not be the same as the main contact in question 8.

For voluntary and community organisations you must give their home address. For schools, health bodies and town or community councils give their business address.

At least one of the phone numbers must be a landline number.

Tick **one** box only. We may not need to write to your senior contact but in case we do, tell us if they would prefer email or letters.

Tell us which language you would prefer.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

Part two

About your project

10. What is the name of your project?

(maximum 10 words)

11. What project or activities do you want us to fund?

(maximum 300 words)

Give us a short title that we could use for publicity purposes. Try to make it unique to your project.

Describe your project. By 'project' we mean the event or activities you plan to carry out using our grant.

Be specific about what you will do, how you will do it and what you would spend the grant on.

There is more detailed information about what we will and will not fund on page 10 of the guide for applicants. Read this carefully to check that we can fund what you want to do.

12. When will your project take place?

Start date (month and year)

End date (month and year)

Is your start date:

Fixed Flexible

13. Where are the people who will benefit from your project based?

Local authority area

Full postcode

Your start date should be at least three months after you send us your application.

Your end date must not be more than 15 months after you send us your application.

If your start date is flexible put the earliest date when your project could begin.

Tell us the local authority area and postcode where the people who will benefit from your project are based.

If the people who will benefit are from a number of places, give the local authority area and postcode where the most people will benefit.

14. How much will your project cost?

a) How much will each item or activity cost and how much do you want from Awards for All?

Item or activity	A Total Cost	B Amount Requested from Awards for All
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Totals	£	£

List all the individual items or activities that make up your project. Include everything you will need for the project, even if you are not asking us to fund it.

Give the total cost of each item or activity in column A and put how much you want from us in column B.

If you want us to fund all your project costs then the figures in column A and column B will be the same.

Make sure the costs are accurate and based on quotations where possible.

You must not include any VAT that you can claim back from HM Revenue and Cust

The total requested from Awards for All must be between £500 and £5,000.

Please check that you have added up the totals correctly.

b) If the total in column A is higher than the total in column B, where is the rest of the funding coming from? (maximum 100 words)

c) How have you worked out your costs? (maximum 100 words)

If you need to raise funds from other sources you must be able to show that you will be able to do this and it will not affect your project or cause a delay.

Let us know if you have already raised some funds or plan to use reserves or savings. If you have applied to other funders but have yet to hear from them tell us who they are and when you expect a decision.

If you want us to fund all your project costs and are not contributing any funding from other sources put 'not applicable'.

Tell us if you have used quotations, estimates, prices from suppliers or experience from other projects.

If you have made any assumptions when working out the costs, tell us what these are.

15. Does your project involve building or landscaping work?

No

Yes

If yes, you must answer both a) and b) below

a) Does your organisation:

own the freehold of the land or building
or

hold a lease of at least five years that cannot be ended by the landlord?

b) Is planning permission needed for your project?

Planning permission is not required
or

Planning permission is required and has been granted

16. Does your project involve work with children, young people under the age of 18 or vulnerable adults?

No

Yes

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- renew criminal records checks at least every three years

If your project involves building work or landscaping you need to own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least five years.

We may need you to send further information about land ownership if we offer you a grant.

If you need planning permission, you must have it before you apply.

We may need you to send confirmation that planning permission is not required, or that it is required and has been granted.

It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may ask to inspect at any time.

- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements?

No Yes

If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as Estyn and Care and Social Services Inspectorate Wales (CSSIW)) please give details below, including any reference numbers.

17. Do you have any of the following?

- | | | |
|------------------------------------|-----------------------------|------------------------------|
| a) Public liability insurance | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| b) Leaders qualifications | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| c) Affiliation to a governing body | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| d) Other insurance | No <input type="checkbox"/> | Yes <input type="checkbox"/> |

If you answered yes to any of the above, please give more details (maximum 100 words)

We may seek further information from any bodies you are registered with, or inspected by.

Please answer a) to d). Depending on the type of project, you may need public liability insurance or qualified leaders.

If your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors.

Part three

The difference your project will make

18. What is the need you have identified, how did you identify it and how will your project meet it?
(maximum 400 words)

Make sure you:

- tell us about the needs the people who will use your project have
- explain how you know that they have these needs and what you have learned from discussing your plans with them
- show how your project or activities will meet the need you have identified.

Here are some ways you might show the need for your project:

- ▶ Organising a meeting that anyone interested in your project can come to.
- ▶ Carrying out a survey of people who use your service or those who might use it.
- ▶ Keeping a waiting list of people who want to get involved in your activities or use your service.
- ▶ Finding out if there is a lack of your type of facility, service or activities in the local area and whether people would use it if it was available.
- ▶ Researching any statistics about the people who would benefit from your project.
- ▶ Finding out if your project supports any local or national strategies.
- ▶ Evaluating previous projects or seeking feedback on a pilot project.

19. Which of our aims will your project meet?

Tick the aims your project will meet.

- Support community activity.**
- Extend access and participation.**
- Increase skills and creativity.**
- Improve the quality of life.**

Tell us how your project will meet each of the outcomes you have ticked (maximum 400 words).

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.

19. b) Will your project meet any of our priorities?

No

Yes

If yes, tick the priorities that your project will meet.

- 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
- projects that promote new methods of working

Tell us how your project will meet the priorities you have ticked
(maximum 200 words)

Our priorities are the people, communities and areas that we particularly want to support.

You do not need to meet any priorities to be considered for a grant but your application may be stronger if you do.

If you tick 'no' this tells us that while your project may be open to some of our priorities you are not focussing it specifically on any of them.

If you tick 'yes' this means that your project may be particularly relevant to one or more of our priorities.

20. How will you make sure that as wide a range of people as possible can benefit?

(maximum 300 words)

- ▶ Tell us how many people your project will reach and explain the different ways they will get involved or benefit from it.
- ▶ Tell us how you will ensure your project is accessible to Welsh speakers in your community.
- ▶ Tell us how your project will help improve your local community and the lives of people most in need.
- ▶ Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.
- ▶ If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to tackle it.
- ▶ If your project will involve the wider community tell us how.
- ▶ If you plan to promote or publicise your project, explain how you will do this.
- ▶ If you plan to restrict who can take part in your project you should explain why, so that we can consider if this is acceptable.

Part four

Programme monitoring information

21. Is your project directed at, or of particular relevance to, people from a specific ethnic background?

No Yes

If yes, please tick up to three categories to indicate the ethnic background of the people who will benefit.

White

- Welsh
- Other British
- Irish
- Any other white background

Mixed

- Mixed ethnic background

Asian, Asian Welsh or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black, Black Welsh or Black British

- Caribbean
- African
- Any other Black background

Chinese, Chinese Welsh, Chinese British or other ethnic background

- Chinese
- Any other

Tell us who will mostly benefit from your project.

If you tick 'no' this tells us that your project is open to all the categories listed and you are not focussing it specifically on any of them.

If you tick 'yes' this means that your project may be particularly relevant to some of the categories listed.

This information helps us identify the types of projects that apply to us for funding and receive a grant.

We will use the information you give us for programme monitoring purposes only. It will not be used to assess your application.

We have produced a guide, called 'Equality Matters' which explains our approach to equality. You can get this from our website or advice line.

22. Is your project directed at, or of particular relevance to, people of a specific gender?

No

Yes

If yes, please tick:

Male

Female

23. Is your project directed at, or of particular relevance to people of a particular age group?

No

Yes

If yes, please tick up to two categories

0-24 years

25-64 years

65+ years

24. Is your project directed at disabled people, or of particular relevance to people with disabilities?

No

Yes

25. Is your project directed at, or of particular relevance to, lesbian, gay or bisexual people?

No

Yes

26. Is your project directed at, or of particular relevance to, people of a specific faith?

No

Yes

If yes, please tick the faith of the people who will benefit

Buddhist

Muslim

Christian

Sikh

Hindu

Other

Jewish

27. How many of the people who will benefit from your project speak Welsh?

All

Less than half

More than half

None

Part five

Finishing your application

You must tick **all** the boxes below to confirm that:

- you have answered all the relevant questions in this application form.
- you (the main contact named in question 8 of this application form) are authorised to apply for a grant from us (the Big Lottery Fund) on behalf of your organisation.
- you understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.
- your organisation meets our eligibility requirements set out in our Awards for All guide for applicants under 'Who can apply' and has the legal power to set up and deliver the project described in this application form.
- if we make you a conditional offer you will send us the relevant documents set out in our Awards for All guide for applicants under 'What we will ask you to send us' within 20 working days and you accept that we may withdraw any conditional grant offer if you do not.
- you understand your obligations under Big Lottery Fund's Welsh Language Scheme
- you understand and accept our obligations under the Data Protection and Freedom of Information Acts set out in our Awards for All guide for applicants.
- you are able to comply with the Awards for All terms and conditions of grant, which are available on our website www.awardsforall.org.uk

To apply for a grant from Awards for All you must tick **all** the boxes.

Make sure that your governing body or management committee know about this application and have agreed that you can send it to us.

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 of grant from our website www.awardsforall.org.uk or you can phone or email us and we will send them to you.

Before you apply, make sure you can provide all the information we may ask for if we make a conditional grant offer. This is explained in 'What we will ask you to send us' in our guide for applicants.

You need to agree that we can use the information you give us for fraud prevention and detection purposes and that we may share it with other Lottery distributors, government departments or other organisations and individuals.

This is explained under 'Data Protection and Freedom of Information' in our guide for applicants.

