



National Lottery Awards for All Scotland

Application form



**AWARDS
FOR ALL
SCOTLAND**

**NATIONAL
LOTTERY FUNDED**



You must only use the latest version of Adobe Reader to fill out this form.
Do not use Preview or any other application.

Help with your application

Thank you for taking the time to apply for a National Lottery Awards for All Scotland grant! Please read our accompanying guidance notes and refer to them while completing your application form.

We know that applying for funding can sometimes feel daunting, especially if it's your first time. You can contact us on 0300 123 7110, or at advicescotland@biglotteryfund.org.uk.

Filling in the form

Someone from your organisation must complete the form and the named contacts need to understand the aim of the project and how it will be delivered. Before you submit an application, please ensure that the governing body of your organisation is happy with what is written and with our terms and conditions.



Part one

Check you are eligible to apply

You can apply if your organisation is a:

- ✓ Voluntary or community organisation
 - ✓ Registered charity
 - ✓ Constituted group or club
 - ✓ Community interest company (CIC)
 - ✓ Social enterprise
- ✓ School
- ✓ Statutory body
(including town, parish or community council)

We're afraid we cannot accept applications from:

- ✗ Individuals
- ✗ Sole traders
- ✗ Organisations that are aimed at generating profits primarily for private distribution
- ✗ Organisations based outside the UK
- ✗ Applications made by one organisation on behalf of another

Please ensure you meet the following criteria before applying:

- Your organisation has at least two unconnected people on the board or committee
- You are applying for an amount between £300 and £10,000, for a project that will finish within about 12 months
- Your project starts at least 12 weeks from when you plan to submit your application
- You have a UK bank account in your organisation's name
- You produce annual accounts, or set up your organisation less than 15 months ago and have not yet produced annual accounts

Hints and tips

These organisation categories are for guidance only. If you're unclear whether you can be funded, please contact us.

By unconnected, we mean not a relation by blood, marriage, in a long-term relationship or people living together at the same address.

We know for lots of reasons it is not always possible to complete a project in 12 months. Therefore, we can consider projects which are slightly longer than this. You should tell us about how long your project will run within question 8.

We will also consider applications for one-off events such as a festival, gala day or conference.

Your bank account name must match the legal name of your organisation. If you're a school, your bank account should be in the name of your school unless you're using a Local Authority or Academy Trust bank account.

By annual accounts we mean a summary of your income and expenditure. If you're a small organisation, this may be produced by your board or committee and doesn't have to be done by an accountant.

Part two

Your organisation and contact details

1. What is the full legal name of your organisation, as shown on your governing document?

If the full legal name is incorrect, it may delay your application.

2. Does your organisation use a different name in your day-to-day work?

If yes, what other name do you use?

3. What is the main or registered address, including postcode, for your organisation? If you are a registered charity or company this address should match your registered address:

We recommend using your organisation's office address, but if you don't have an office this can be a home address. Please include your postcode.

4. What type of organisation are you?

Select your organisation type from at least one of these categories. You can select from more than one category if relevant.

Voluntary or community organisation
(including registered charities, constituted groups or clubs, not for profit companies, CICs and social enterprises)

Statutory organisation
(including town, parish or community councils)

School

Other (please specify)

Hints and tips

Questions 1 and 2

You can find your correct legal name on your governing document.

What your governing document is called depends on your organisation type. It may be called a constitution, trust deed or memorandum and articles of association, or something else entirely.

Question 3

If using a home address, please include any house name or flat number.

Question 4

This is not an exhaustive list of organisation types, so if you are not sure if you can apply, please get in touch to check.

The 'Who can apply?' section on page 4 of the Guidance should help you with this question.

Hints and tips

5. Give any reference or registration numbers you have:

Charity registration number

Company number

Department for Education number

6. What is your organisational income?

If your organisation is less than 15 months old and has not yet produced annual accounts, please give us the date you expect your first set of annual accounts to be produced and enter the income as zero.

All organisations, including schools and statutory organisations, need to provide this information.

Accounting year ending (Please use the format dd/mm/yyyy)

Total income for the year

Question 5

Not all organisations will have a charity registration number or a company number.

If you do have one please ensure you include it.

If you are not a registered charity or company, don't worry, you can still apply to National Lottery Awards for All Scotland.

Only schools will have a Department for Education number.

Question 6

We are particularly keen to fund smaller organisations.

For schools, this should be the total income of your school, rather than the total raised by your local fundraising/activities.

We don't need pence so please round to the nearest £.

Part three

Your project

7. What is the name of your project?

You can write up to 40 characters including spaces.

8. What would you like to do?

When answering this question there are two key areas that we will use to make a decision on your project.

a. National Lottery Awards for All Scotland has three funding priorities and you must meet at least one of these. Please tell us how your project will:

- bring people together and build strong relationships in and across communities
- improve the places and spaces that matter to communities
- enable more people to fulfil their potential by working to address issues at the earliest possible stage

b. It's important to us that you involve your community in the design, development and delivery of the activities you're planning, so please tell us how you've done this.

c. Applying for work that mainly involves sports or the arts? Please refer to page 5 of the National Lottery Awards for All Scotland guidance notes before continuing your application. The guidance notes can be downloaded from:

www.biglotteryfund.org.uk/awardsforallscotland

Please use the text box on the next page.

Hints and tips

Question 7

We know it can sometimes be hard to think of a snappy name, so if you are struggling, just keep it simple and to the point.

Question 8

The 'What's it all about?' section on page 5 of our Guidance should help with this section.

Here are some ideas about what else to tell us:

- How your project idea came about. Is it something new, or are you continuing something that has worked well previously?
- If you are running a one-off event, what date it will take place.
- How long you expect your project to run.
- How you will make sure people know about your project and will attend.
- How you'll learn from your project and use this to shape future projects.

Please write up to 4000 characters with spaces (approximately 500 words)

A large, empty rectangular box with a thin black border, intended for the applicant to write their response. The box occupies most of the page below the instruction.

Hints and tips

9. Where will your project take place?

Please provide the full postcode of where your project will take place, especially if this is different to the address of your organisation.

10. If your beneficiaries are living in a specific area of your local authority please tell us below. You can write more than one area:

11. When are you planning to start your project?

Your start date must be at least 12 weeks after you send us your application to give us time to process it.

(Please use the format dd/mm/yyyy)

Question 9

If your project will take place across different locations, please use the full postcode where most of the project will take place.

Question 10

We are trying to gather more detailed information about where people who benefit from National Lottery funding live.

Where your beneficiaries are living could be given as a postcode, town, village, ward, street or other location.

Question 11

If your project is a one-off event, please tell us the date of the event.

If you're not sure when your project will start, please provide an estimate.

Part four

Beneficiary monitoring

Your answers are important to us, as they help us to better understand who benefits from our funding. Sharing this information with us means that we have a better chance of supporting a wide range of beneficiaries.

13. Is your activity targeted at a specific group of people?

Yes No

If yes, please provide details below about who your activity is targeted at.

If no, you don't need to complete the rest of this section.

14. If your activity is targeted at people from a particular ethnic background, please tell us which:

You can select up to three.

White

Scottish/English/Welsh/
Northern Irish/UK Irish Gypsy or Irish Traveller Any other white background

Black/African/Caribbean/Black UK

Caribbean African Any other Black/African/Caribbean background

Asian/Asian UK

Indian Bangladeshi Pakistani Chinese Any other Asian background

Mixed/multiple ethnic background

(People whose parents are of a different ethnic background to each other)

Other ethnic group

Arab Any other

15. If your activity targets people of a particular gender please indicate which:

Male Female

16. If your activity targets people from a particular age group please indicate which:

0 - 24 years 25 - 64 years Over 65 years

17. Will your activity be targeted at people with a disability?

We use the definition from the Equality Act 2010, which defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activity.

Yes No

18. If your activity targets people of a particular religion or belief please indicate which:

Buddhist Christian Hindu Jewish
Muslim Sikh Other No religion

19. Will your activity be targeted at people identifying as Lesbian, Gay or Bisexual?

Yes No

20. Will your activity mostly benefit people with caring responsibilities?

Yes No

Part five

Contacts

We need the date of birth and home address for both contacts. This includes a previous address, if they've not lived at their current address for three years. Please remember that these people must be unconnected, as defined on page 3 of this document.

We use this to carry out some basic identity checks as part of our standard fraud prevention process, so please check that the information provided is correct. All organisations, including schools and statutory organisations, need to provide this.

Our identity check may appear on a credit report, but it's not a credit check and can only be seen by the person we're checking, so their credit rating won't be affected. You can find out more from the data protection policy on page 15 of this form, or by looking at 'Guide to our checks on your information' and 'Guide to risk analysis' which can be accessed via this link www.biglotteryfund.org.uk/informationchecks. Alternatively, you can contact us at advicescotland@biglotteryfund.org.uk or you can call our advice team on 0300 123 7110.

21. Main contact:

Who should we contact if we have questions about your application?
This cannot be the same person as your legally responsible contact (question 22).

Title:

Mr Mrs Ms Miss No title

21.1 Forenames (in full):

21.2 Surname:

21.3 Date of birth (Please use the format dd/mm/yyyy):

21.4 Home address, including postcode:

21.5 Have they lived at this address for the last three years?

Yes No

If no, give their previous home address, including postcode

21.6 Please provide at least one phone number:

Hints and tips

Question 21

The main contact must be able to answer any questions we have about the project. Whilst they do need to be from the organisation applying, they don't need to hold a particular position.

Question 21.3

Your main contact needs to be at least 16 years old.

Hints and tips

21.7 Email address. We'll use this whenever we get in touch about your project:

21.8 Please tell us about any particular communication needs this contact has:

22. Legally responsible contact:

Who in your organisation will be legally responsible for the funding?

This cannot be the same person as the main contact.

The legally responsible contact must be at least 18 years old. They are responsible for ensuring that this application is supported by the organisation applying, any funded project is delivered as set out in the application form, and that the funded organisation meets our monitoring requirements.

The legally responsible contact must hold one of the following positions, which is dependent on your organisation type. Please tick the relevant box:

Company/Incorporated Charity	Director or Company Secretary
School	Head Teacher
Statutory body	Chief Executive, Director, or Clerk to the Council for Parish or Town Councils
All other types of organisations (including Registered Charity)	Chair, Vice Chair, Treasurer, Secretary or Trustee

22.1 Title:

Mr Mrs Ms Miss No title

22.2 Forenames (in full):

22.3 Surname:

Question 21.7

We will use this email address to keep you up to date with useful information, such as what other funding is available, and to share useful information and stories from grant holders.

Question 21.8

This might include textphone, sign language, large print, audiotape or braille or something else. We are happy to help with communication needs.

Question 22

This person needs to read the terms and conditions in Part six and sign the form before you send it to us.

Please check your answer to question 4 to ensure you have selected the correct organisation type.

Hints and tips

22.4 Position or job title:

22.5 Date of birth (Please use the format dd/mm/yyyy):

22.6 Home address, including postcode:

22.7 Have they lived at this address for the last three years?

Yes

No

If no, give their previous home address, including postcode:

22.8 Please provide at least one phone number:

22.9 Email address. We'll use this whenever we get in touch about your project:

22.10 Please tell us about any particular communication needs this contact has:

Question 22.4

Please make sure this matches your answer to 22 above.

Question 22.5

Your legally responsible contact needs to be at least 18 years old.

Question 22.9

We will use this email address to keep you up to date with useful information, other funding available, and to share useful information and stories from grant holders.

Question 22.10

This might include textphone, sign language, large print, audiotape or braille or something else. We are happy to help with communication needs.

Part six

Your declaration

Please read this section carefully and make sure you understand it all, especially our terms and conditions.

Data protection

The Big Lottery Fund is a public body with a duty to distribute National Lottery and other money in grants for good causes. We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. We may also carry out checks on the individuals as described below. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately.

We may share your personal data with organisations which help us with our grant making activities or others which have a legitimate interest in our work or have funded your grant. We will only share personal data which they need to carry out their work and subject to appropriate safety measures.

We may keep in contact with you throughout the life of your grant and send you advice about your grant by email. This will contain useful information on a range of things including how to publicise your grant, information on other funding available and project ideas and tips from other grant holders.

Our data protection and privacy notice gives more information about how we store and use personal data and the lawful basis for this. Please read the full notice which is published on our website at biglotteryfund.org.uk/data-protection or contact us to request a hard copy. The notice may be updated from time to time.

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 and contractors. Please read our full policy published on our website www.biglotteryfund.org.uk/freedom-of-information. This policy may be updated from time to time.

If you think that there is information in your application that may be exempt from release if requested, then you should let us know when you apply. We will not usually release information about your project whilst it is being assessed. Otherwise we will use our judgement as to whether any exemptions may apply, which we may seek your opinion on. Personal information would be withheld subject to the requirements of data protection laws.

Our approach to fraud

We know the vast majority of the many thousands who seek and use our funding are genuine. However, we sometimes receive fraudulent applications and so we have a duty to carry out checks on individuals at organisations which apply for grants.

The personal information we have collected from you will therefore be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment.

Further details of how your information will be used by us and these fraud prevention agencies, your data protection rights and how to contact us, can be found in our full data protection and privacy notice which is published on our website biglotteryfund.org.uk/data-protection. Contact us to request a hard copy.

Standard terms and conditions for National Lottery Awards for All Scotland

1. By submitting an application to the Big Lottery Fund, the organisation named in the application (referred to as “you” in these terms and conditions) agrees, if awarded a grant, to:

- 1.1. hold the grant on trust for the Big Lottery Fund (referred to as “we” or “us”) and use it only for your project as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of the grant award;
- 1.2. provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project;
- 1.3. act lawfully in carrying out your project, in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant;
- 1.4. acknowledge National Lottery funding using the common National Lottery branding in accordance with the relevant brand guidelines;
- 1.5. hold the grant in a UK-based bank or building society account, which satisfies our requirements as set out in guidelines and requires at least two unconnected people to approve all transactions and withdrawals;
- 1.6. immediately return any part of the grant that is not used for your project or which constitutes unlawful state aid;
- 1.7. where your project involves working with children, young people or vulnerable adults, adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law or our guidelines;
- 1.8. comply with data protection laws and obtain the consent of your beneficiaries for us and you to receive and process their personal information and contact them;
- 1.9. keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original receipts and bank statements;
- 1.10. allow us and/or the Comptroller and Auditor General reasonable access to your premises and systems to inspect project and grant records;
- 1.11. the Big Lottery Fund publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way; and
- 1.12. If your project is being delivered in Wales, enable people to engage in both Welsh and English, treating both languages equally. Welsh speakers must be able to access information and services in Welsh and all materials must be produced bilingually.

2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.

- 2.1 You use the grant in any way other than as approved by us or fail to comply with any of these terms & conditions.
- 2.2 You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.
- 2.3 You have match funding for the project withdrawn or receive duplicate funding for the same project costs as funded by the grant.
- 2.4 You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring us or the National Lottery into disrepute.
- 2.5 You enter into, or in our view are likely to enter into, administration, liquidation, receivership, dissolution or, in Scotland, have your organisation's estate sequestrated.

3. You acknowledge that:

- 3.1 the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;
- 3.2 we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as the National Lottery continues to operate and we receive sufficient funds from it;
- 3.3 the grant is not consideration for any taxable supply for VAT purposes;
- 3.4 we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;
- 3.5 these terms and conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.6, 1.9, 1.10, 1.11 and 3.4 shall survive expiry of these terms and conditions; and
- 3.6 if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these terms and conditions shall be deemed to be a signature of that agreement.

Declaration

Tick the boxes and sign below to confirm that:

You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and to accept the Terms and Conditions set out above on their behalf. I agree

All the information you have provided in your application is accurate and complete and you will notify us of any changes. I agree

You understand that we will use any personal information you have provided for the purposes described under the Data Protection Statement. I agree

If information about this application is requested under the Freedom of Information Act, we will release it in line with our Freedom of Information Policy. I agree

Legally responsible contact

(this must be person named in question 22)

Full name

Position in organisation

Date

Signed

If you are planning to email us your application, please make sure that all signatures are scanned copies of real signatures. We can't accept a typed name.

Make sure you've answered all of the questions in the form before sending it to us. If your application is incomplete we'll need to get in touch with you and it will take longer to process.

Send us your completed application

It's quicker for us to assess applications that come in via email. Please put your organisation name in the subject field of your email and send it to scotlandapplications@awardsforall.org.uk

If you want to post us your application please send it to

National Lottery Awards for All Scotland, Big Lottery Fund, Pacific House, 70 Wellington Street, Glasgow, G2 6UA.

Please note that we are unable to return bank statements to you.

Please ensure that you have attached a copy of a bank statement from the past two months. This should be for the account into which you want us to pay your grant if you are successful.

It must:

- be in the name of your organisation
- show your organisation's address,
- show your sort code and account number.

If you have a newly opened account (within three months), we will accept a copy of a bank welcome letter. It must confirm the date the account was opened as well as your account details.

Contact us

Email: advicescotland@biglotteryfund.org.uk

Phone: 0300 123 7110

Website: www.biglotteryfund.org.uk/scotland

Connect with us

 [/biglotteryfundscotland](https://www.facebook.com/biglotteryfundscotland)

 [@BIGScotland](https://twitter.com/BIGScotland)

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