

Application form

For office use only

Unique reference number:

Use this form to tell us about your organisation and the project you would like us to fund. There are help notes for each of the questions but make sure you have read our guidance notes first. You can also check our website www.biglotteryfund.org.uk/2014

Part 1: About your organisation

Name of organisation as shown on your governing document

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

Yes

No

If yes, what other name do you use?

Main or registered address of your organisation

Postcode

Phone number one

Phone number two or text phone

What is the main email address for your organisation?

This should be the email address people use to contact your organisation

Help notes

This should be the main address of your organisation.

We will use this on all our correspondence.

Does your organisation have a website?

Yes

No

If yes, what is its address?

When did your group start? Day Month Year

What type of organisation are you?

Registered Charity: please give your registration number

Other voluntary and community sector organisation

Community council

School – please give school reference number

What is your VAT status?

VAT registered

Not VAT registered

What is your VAT registration number

What are the main activities of your organisation or what services do you provide?
(maximum 50 words)

If you are branch, or related to a larger organisation, please tell us which one:

What is the address of the larger organisation?

Postcode

Are you a sports club? Yes No

If yes, which national governing body are you affiliated to?

Affiliation number:

Please tick one box only. By 'registered charity' we mean registered with The Office of the Scottish Charity Regulator (OSCR).

By 'other voluntary and community sector' we mean co-operatives, friendly societies, industrial and provident societies, social enterprises, not for profit community businesses and unincorporated associations.

Your group may be linked to a larger organisation. Please see the guidance notes for further information.

Write 'none' if you are a sports club but not affiliated to a national governing body.

Please provide the following details from your most recent annual accounts

Total income	Total expenditure	Balance at year end	Savings or reserves
£	£	£	£

Have your accounts been independently audited?

Yes No

If you have applied for or received any other Lottery grant please give us the details:

Reference number	Successful?	Amount awarded
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	£ <input type="text"/>
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	£ <input type="text"/>
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	£ <input type="text"/>
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	£ <input type="text"/>

Main contact for this application

Title Forenames (in full) Surname

Position held in organisation Date of birth

Phone number: day Phone number: evening

Home address

Postcode

Have you lived at this address for the last three years?

Yes No

If no, what was your previous home address

Address

Postcode

Give a projection for the first full year if your organisation has been running for less than 12 months. If you are a school you do not need to provide financial information.

This must be someone that knows about the project and who we can contact during office hours. The date of birth helps us to prevent and detect fraud.

At least one of these must be a landline number.

Write 'as organisation's address' if this address is the same as the organisation's address.

Email address (if none, write none)

If you have any particular communication needs, tell us what they are.

Senior contact for this application (this **must not** be the same person as the Main contact).

Title

Forenames (in full)

Surname

Position held in organisation

Date of birth

Phone number: day

Phone number: evening

Home address

Postcode

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

Yes

No

If no, what was their previous home address

Address

Postcode

Email address (if none, write none)

If this person has any particular communication needs, tell us what they are.

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

This may be the chair, secretary, treasurer, head teacher, chief executive or director.

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

At least one of these must be a landline number.

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

Part 2: About your project

What would you like to call your project?

Give your project a short title, something we can use in publicity.

You can write up to 70 characters (including spaces).

What sport or physical activity will take place if you receive a grant?

Tell us how you will deliver your project and who you will work with (maximum 300 words)

When are you planning to start and finish your project?

Make sure the dates you put fit with the programme and your start date is after the date when we'll confirm our decision.

Start date

Day

Month

Year

Finish date

Day

Month

Year

If you are a school is your project extra-curricular?

Yes

No

Include more than one sport if relevant.

Be specific about what you will do and how you will do it. This should include who will deliver the sessions and how often.

Please refer to the guidance notes as these explain what we will and will not fund.

You must be able to complete the project and spend all the grant within twelve months of receiving the grant payment.

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

We cannot fund activities that are in the school curriculum or mainly take place during the school day.

Make sure the costs are accurate and based on quotations where possible. You should include hourly rates or unit costs where appropriate.

The total you are applying for (B) must be between £300 and £2,000.

We can fund all or part of your project up to £2,000 but your total project costs (A) must not exceed £4,000 .

You must have already raised any other funds you need from your own resources or from other funders. We may ask for proof if we offer you a grant.

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

How much will your project cost?

Item or activity	Total Cost (A)	Amount requested from 2014 (B)
<i>20 bibs @ £1 per unit</i>	£20	£20
<i>Coaching session @ £10 per hour for 10 hours</i>	£100	£100
Total project cost		
Total from other sources		
Amount you would like from us		

Part 3: Meeting our outcomes and priorities

Which of the following outcomes will your project meet?

- More people take part in sport or physical activity.
- More people volunteer in sport or physical activity.
- More people and communities are brought together through taking part or volunteering in sport or physical activity.

Tell us how your project will do this (maximum 300 words).

Which of the following priorities will your project meet?

- Getting more women and girls to take part or volunteer in sport or physical activity.
- Getting more disabled people to take part or volunteer in sport or physical activity.
- Getting more older people (over 50 years old) to take part or volunteer in sport or physical activity.
- Getting more younger people (under 25 years old) and older people to take part or volunteer in sport or physical activity together.
- Getting more people from black and minority ethnic communities to take part or volunteer in sport or physical activity.

Your project must meet at least one of our outcomes.

The more outcomes you meet, the higher we will score your application.

Your answer is important, as it will help us to decide whether to offer you a grant.

Tell us how your project will meet the outcome(s) you have ticked.

We expect projects to be open to all who want to be involved, unless you are able to provide a good reason why this should not be the case. If you plan to restrict who can take part you should explain here.

Your project does not need to meet any of these to be offered a grant but if we do not have enough funds to support all the projects we would like to, we are more likely to fund those that meet one of our priorities.

Include more than one area if relevant.

If your project or activity will run at multiple locations, please provide us with the postcode of the place where most people will benefit. Beneficiaries must be based in Scotland.

An estimate is fine but please give a figure.

If you are applying for a project that works with children, young people or vulnerable adults we will need to be sure they will be safe. You must have a policy that explains how you will make sure this happens and that the policy is put into practice. We may ask to look at this at any time.

Which local authority area will the sport or physical activity take place in?

Where will your project take place?

Give the location of the places where your project will happen.

- If your project will take place at (or be run from) a single location, enter its postcode, put 100 per cent and select it as the main location.
- If your project will take place at (or be run from) a number of locations, add more rows and estimate a percentage for each one. Then select one postcode as the main location.
- If the location doesn't have a postcode, use one for a nearby building.

You can enter up to 5 locations in the table. If there are more than this select the top 5.

Building name (or number) and street	Postcode	% per location	Main location
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

How many people will benefit from your project?

How many new participants will there be?

How many new volunteers will there be?

Does your project involve work with children, young people or vulnerable adults?

Yes No

If yes tick this box to confirm that your organisation has appropriate policies in place and that these are put into practice.

Data Protection

If you have applied for, or hold a grant with us then 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.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering. You can obtain further details explaining how the information held by fraud prevention agencies may be used from our Head of Information Governance, by emailing dataprotection@biglotteryfund.org.uk or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Head of Information Governance, Big Lottery Fund, 1 Plough Place, London, EC4A 1DE.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

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

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. Your signatures on this form confirm that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000, and that you accept that as long as our actions conform to the relevant law we will not be liable for any loss or damage that you suffer as a result of us fulfilling our obligations.

Part 4: Finishing your application

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

- You (the main contact named in part one 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 on page 4 of the 2014 Communities programme guidance notes 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 on page 9 of the 2014 Communities programme guidance notes, within 20 working days, and you accept that we will withdraw any conditional grant offer if you do not.
- Your organisation meets our equal opportunities requirements set out on page 10 of the 2014 Communities programme guidance notes.
- You understand and accept our obligations under the Data Protection and Freedom of Information Acts set out on page 11 of the 2014 Communities programme guidance notes and page 9 of this application form.
- You are able to comply with the terms and conditions of grant which are available on our website www.biglotteryfund.org.uk/2014 if we offer you a grant.

Part 5: Monitoring information

This information is used for monitoring purposes only. **It will not be used to assess your application.**

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

No Yes

If you have answered 'No' please go to question b). If you have answered 'Yes' please indicate the ethnic background of the people who will benefit from your project, ticking up to three categories.

White	Mixed	Asian, Asian Scottish or Asian British	Black, Black Scottish or Black British	Other ethnic background
<input type="checkbox"/> Scottish <input type="checkbox"/> Other British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<input type="checkbox"/> Mixed ethnic background	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background	<input type="checkbox"/> Any other ethnic background

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

No Yes If yes, please tick, Male Female

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

No Yes If yes, please tick, , 0-24 years 25-64 years 65+ years

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

No Yes

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

No Yes

f) Is your project of particular relevance to people of a specific faith?

No Yes

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

Buddhist Christian Hindu Jewish Muslim Sikh Other

Sending us your application

You can email your application to: 2014communities@biglotteryfund.org.uk

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

2014 Communities
 Big Lottery Fund
 1 Atlantic Quay
 1 Robertson Street
 Glasgow G2 8JB