

# AWARDS FOR ALL SCOTLAND

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## Guide and application form

**For use in Scotland only**

## **Awards for All Scotland: Guide and application form**

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

Our website      [www.biglotteryfund.org.uk/awardsforallscotland](http://www.biglotteryfund.org.uk/awardsforallscotland)  
Email              [enquiries.scotland@biglotteryfund.org.uk](mailto:enquiries.scotland@biglotteryfund.org.uk)  
Phone              0300 123 7110  
Text Relay        18001 plus 0300 123 7110 (for those with a hearing or speech impairment).

### **Accessibility**

Please contact us to discuss any particular 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**

Helping communities and people most in need.

### **Our values**

We have identified three values that underpin our work: being supportive and helpful, making best use of Lottery money and using knowledge and evidence.

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

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grantmaker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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**sportscotland**

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# Part one: Important information to check before you start your application

## a) How to make sure this application form works correctly

- ▶ **You must use the latest version of Adobe Reader.** Follow this link to get the latest version of [Adobe Reader](#), which is free to install and use. Anyone you send the form to check or answer any questions also needs to use the latest version of Adobe Reader.
- ▶ Don't use an earlier version of Adobe Reader or other software as we may not be able to read your form.
- ▶ If you have a Mac or use Windows 8 your computer may automatically default to Mac Preview or Windows Reader when you open the form, but these programmes can stop the form working properly even though they allow you to complete it (for example Mac Preview will not save any changes you make). So please double check that you are using Adobe Reader.
- ▶ Save a copy of the form to your own computer.
- ▶ Type directly into this form. Don't copy and paste from another document as it may cause formatting problems which you might not notice. For example, it could cause you to go over the character limit for a question without realising it.

## b) Before you start to fill in the form

- ▶ Make sure you've read the Programme summary in Part two of the form. This describes who can apply to Awards for All, what we will pay for and how we will assess your application.

## c) Completing the form

- ▶ Make sure you've answered every question and read your application before you send it to us. Email your completed form to [scotlandapplications@awardsforall.org.uk](mailto:scotlandapplications@awardsforall.org.uk) putting the name of your organisation from question 1 into the email subject line.
  - We prefer to receive application forms by email, however if you don't have access to email please post your application to:  
Awards for All Scotland applications, Big Lottery Fund, 4th Floor, 1 Atlantic Quay,  
1 Robertson Street, Glasgow, G2 8JB.

## d) Deadline for applications

There are no closing dates for Awards for All. Applications can be made at any time, however, you must submit your application at least four months before you want your project to start to give us time to assess it, tell you our decision and pay the grant if you are successful.

## e) Help with your application

If you have any questions about Awards for All Scotland or completing this application form, or if you need it in a different format (for example large print), please contact our Big Advice Team Scotland by email at [enquiries.scotland@biglotteryfund.org.uk](mailto:enquiries.scotland@biglotteryfund.org.uk) by phone on 0300 123 7110, or by text relay on 18001 plus 0300 123 7110.

Our website ([www.biglotteryfund.org.uk/awardsforallscotland](http://www.biglotteryfund.org.uk/awardsforallscotland)) has further information, advice and tips to help you complete your application. It also provides information on sources of local support that give advice on funding.

# Part two: Programme summary

## a) What's it all about?

### **Awards for All Scotland aims to help communities and people most in need.**

It's a small grants programme run by the Big Lottery Fund and sportscotland, two of the organisations that distribute money raised by the National Lottery for good causes.

## b) What are we looking for?

### **The difference your project should make**

To get funding you must have an idea for a project that will do at least one of the following:

- ▶ Strengthen how your community works together. For example, by bringing local people together to do something that benefits their community, such as putting on an event that helps people get to know each other or creating a network of people that can look out for isolated older members of your community.
- ▶ Increase people's skills and life chances. For example, by helping people learn or experience new things that they can put to good use, such as languages, music or culture.
- ▶ Improve your local area for people to enjoy. For example, by getting people together to improve local spaces or facilities, such as helping to refurbish a village hall or developing a community garden.
- ▶ Get people more active and healthier. For example, by giving people opportunities to exercise and eat well, such as walking or cookery clubs.

### **Awards for All priorities**

We are particularly interested in funding the following organisations, which are more likely to be successful:

- organisations which have not received funding from Awards for All Scotland in the last three years
- organisations with an annual income of less than £250,000, state schools and nurseries.

From time to time we may also prioritise our funding of particular types of projects. We'll advertise these on our website at [www.biglotteryfund.org.uk/awardsforallscotland](http://www.biglotteryfund.org.uk/awardsforallscotland)

Your project doesn't have to meet one of these priorities to be funded, but you are more likely to get funding if it does. Make sure you check our website before you apply.

### **Making sure people can get involved in your project**

It's important that a wide range of people are able to get involved in the projects we fund. You should consider:

- ▶ How people will know about your project. For example, how and where will you advertise so that anyone can find out about it.
- ▶ What you will do to address any barriers to different people benefiting from or helping to run your project. For example, people with different backgrounds, traditions and ages may need different support to get involved.
- ▶ Whether your organisation's membership policies will restrict who can benefit from your project. For example, if you have high membership fees or membership systems that may not be open to everyone (such as new members needing to be proposed and seconded by existing members) we won't be able to fund your project.

## Part two: Programme summary

For more information on how to make sure that everyone who could benefit from your project can get involved, see our guide Equality Matters at [www.biglotteryfund.org.uk/equality\\_matters](http://www.biglotteryfund.org.uk/equality_matters)

If you plan to restrict who can benefit from your project, you must be able to explain why this is the best way to meet your beneficiaries' needs. For example, we would expect a girls only sports project to be able to explain how the needs of girls are different to boys, and why they should be met separately.

### **c) Who can apply?**

You can apply if your organisation is a:

- voluntary or community organisation (including if you are a registered charity or company, or a social enterprise) with a written governing document and at least three unrelated people on your governing body
- school
- community council or
- statutory body.

We won't accept applications from:

- organisations (or council directorates) that have received a grant from Awards for All Scotland in the previous 12 months
- organisations (or council directorates) that are yet to provide a satisfactory monitoring report for a project we have previously funded through Awards for All Scotland
- organisations (or council directorates) that are waiting for a decision on an Awards for All Scotland application sent to us previously
- individuals and sole traders
- profit making organisations (including partnerships)
- organisations based outside the UK
- non-departmental public bodies
- branches where you don't control how you're run and how your money is spent
- applications made by one organisation on behalf of another.

Some businesses promote their services by telling potential customers about Awards for All. They may offer consultancy services, imply that they are acting on our behalf, or fill in the application form for you for a charge. We don't endorse this as our application process is free and we don't think paid help is necessary, so we won't pay any costs associated with this. You must complete the form yourself and the named contacts must understand the need for and aim of the project and how it will be delivered.

Although you may get help with your application, for example from a funding advisor or support organisation, you need to have ownership of the project.

If you are a sports club you should discuss your application with sportscotland and your appropriate recognised sport's governing body before applying. This is to make sure that you've received all necessary guidance for sports clubs, such as checking you have the correct sport's governing body affiliation and meeting your sport's key priorities. Your

## Part two: Programme summary

application is less likely to be funded if you have not made the relevant contacts before you apply. You can find sportscotland contact details at [www.sportscotland.org.uk](http://www.sportscotland.org.uk)

### **d) How much can you ask for?**

You can ask for between £500 and £10,000. You must be able to spend this within 12 months of being awarded any funds.

### **e) What can you apply for?**

We'll pay for some or all of your project costs for up to 12 months, for a new or existing project. This includes activities that form part of a larger project, including feasibility studies and development costs. You can apply to Awards for All and another Lottery funding programme for the same project as long as you don't ask for the same activities to be funded in both applications.

There are some things we can't pay for and these include:

- activities that are statutory obligations or will replace statutory funding, including activities on the curriculum in schools or that take place during curriculum hours. Projects should take place outside of school hours, unless you can provide us with a good reason in your application why this is not possible. Where applications are to fund extra-curricular projects or items (including equipment and internal building or facility improvement) that we consider could also be used for curricular activity, we will only fund 75 per cent of the total project costs.
- anything you start, spend money on or agree to spend money on before we confirm our funding
- building, refurbishment or landscaping work where the total cost of the capital project is more than £75,000 (including VAT)
- building, refurbishment or landscaping work where you don't own the land or building or have a lease that cannot be brought to an end by the landlord for at least five years
- work on land or a building that requires planning permission where this isn't in place
- items that only benefit one person
- items/activities that benefit people living outside of Scotland
- trips outside the UK
- loans, interest payments, general appeals, endowments or activities to raise funds for your organisation
- new staff posts or existing staff costs that are already being funded (we can pay for sessional staff to deliver short term activities and existing staff to carry out project related activities additional to their current role, where they are the most appropriate people to deliver these)
- projects, activities or staff costs that do not represent good value for money
- registration or affiliation fees for existing clubs

## Part two: Programme summary

- religious or political activities
- routine repairs and maintenance
- organisational overheads (for example, utility bills, council tax, rent and insurance) unless this is for a new organisation which has been running for less than 12 months
- used vehicles
- VAT you can recover.

Due to safety and child protection issues we'll only fund some sports activities if they are delivered by an organisation which is affiliated to the relevant national governing body. For example we won't fund a youth group to purchase archery or canoeing equipment, but we will fund them to take part in activities delivered by an affiliated archery or canoeing organisation which has qualified instructors and the relevant insurance in place. It is the responsibility of the organisation applying [you] to make sure that the organisation delivering the activity is appropriately qualified and insured. sportscotland provide information on sports governing bodies at [www.sportscotland.org.uk/sport-a-z/recognised-governing-bodies-for-scotland-and-the-uk](http://www.sportscotland.org.uk/sport-a-z/recognised-governing-bodies-for-scotland-and-the-uk)

### **f) How will we assess your application?**

When we assess your application we'll consider:

- the need for your project and any evidence you've told us about to support this
- how your project will make a difference to people or communities most in need (including whether it meets any of our priorities).



## g) What happens when?

You can apply at any time but we need to receive your application at least four months before you'd like to start your project, to give us time to assess it, tell you our decision and start your grant if you are successful.



We'll let you know our decision within 10 weeks of receiving a complete application.



If we offer you funding we'll send your legally responsible contact a conditional grant offer in the post, to the address you provide at Question 3, which has to be signed and returned to us within 28 days of the date of the letter.



We'll also need you to return a copy of your organisation's governing document, constitution or set of rules, unless you are a school, statutory body, community council, registered charity or company limited by guarantee (or a registered charity that is also a company limited by guarantee).



We'll also email you a bank details form to provide the details of the account you want any funding paid into, which you should email back to us. Voluntary and community organisations and schools which have their own bank account also need to provide a copy of a bank statement for the account.



When we've got everything back from you and checked it's all OK, we'll let you know when you'll receive our funding and you can start your project.



You must keep all original receipts or invoices relating to your project as we may ask to see them at any time. We may also visit you to check how the grant has been spent.



When you're coming to the end of your project we'll send you a short form to complete to tell us what you've achieved. If you don't return the form this is a breach of the terms and conditions of the grant and we're unlikely to fund organisations that have had a previous grant from us which has not been managed satisfactorily.

If you don't return everything requested by our deadline, or there is a problem with what you send us which we can't resolve with you, we may withdraw our conditional grant offer.

If your application is unsuccessful we'll tell you why. You should only apply again for the same project if you can make a much stronger case. If you send us the same application again our experience is that it's unlikely to be successful.

# Part three: Awards for All application checklist

**It's important that you complete this checklist before you start the application form. You shouldn't apply to us unless you can confidently answer yes to all of these questions.**

The checklist will help you decide if this funding is right for your project and organisation, before you go to the time and effort of submitting an application. It also helps us as it reduces the number of ineligible applications we need to process, which means we can keep our costs down and give out more money in grants.

	Yes	No
a) Is your organisation a:		
● voluntary or community organisation (including if you are a registered charity or company, or a social enterprise) or	<input type="checkbox"/>	<input type="checkbox"/>
● school or	<input type="checkbox"/>	<input type="checkbox"/>
● community council or	<input type="checkbox"/>	<input type="checkbox"/>
● statutory body?	<input type="checkbox"/>	<input type="checkbox"/>
b) Does your governing document allow you to carry out the activities you are applying for funding for?	<input type="checkbox"/>	<input type="checkbox"/>
c) Does your organisation have its own UK based bank or building society account in the legal name of the organisation applying (unless you are school), which requires at least two unrelated people (who are not family members or partners) to authorise all cheques and any withdrawals?	<input type="checkbox"/>	<input type="checkbox"/>
d) Do you have at least three unrelated people on the board or committee that runs your organisation?	<input type="checkbox"/>	<input type="checkbox"/>
e) Is your application for between £500 and £10,000?	<input type="checkbox"/>	<input type="checkbox"/>
f) Is your project start date at least four months from the date you will send us this application?	<input type="checkbox"/>	<input type="checkbox"/>
g) Will your project be completed within 12 months of receiving a grant?	<input type="checkbox"/>	<input type="checkbox"/>

**If you answer no to any of the above then you're not eligible to apply to Awards for All at this time.**

# Part four: Your organisation and contact details

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

Please check this - 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?

Yes  No

If yes, what other name do you use?

## 3. What is the main or registered address, including postcode for your organisation?

If we offer you a grant, this is the address we'll send our offer letter to, so make sure you can safely receive post at this address. We recommend this to be your organisation's office address, but if you don't have an office your registered address may be a home address.

Postcode:

Phone number one

Phone number two

At least one of the numbers must be a landline.

## 4. What is the main email address for your organisation?

This should be the email address people use to contact your organisation. It can be a personal email address if your organisation doesn't have an email address.

## 5. Does your organisation have a website?

Yes  No

If yes, what is its address?

## 6. 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.

<b>Charity</b>	<input type="checkbox"/> Registered charity	<input type="checkbox"/> Charity (Royal Charter or Act of Parliament)
	<input type="checkbox"/> Scottish Charitable Incorporated Organisation	<input type="checkbox"/> Charitable trust
	<input type="checkbox"/> Charitable incorporated organisation	
	<input type="checkbox"/> Charitable unincorporated association	
<b>Company or mutual society</b>	<input type="checkbox"/> Company – limited by shares	<input type="checkbox"/> Community Interest Company – limited by guarantee
	<input type="checkbox"/> Company – limited by guarantee	<input type="checkbox"/> Industrial and provident society
	<input type="checkbox"/> Community Interest Company – limited by shares	<input type="checkbox"/> Co-operative
<b>Public sector</b>	<input type="checkbox"/> Local authority	<input type="checkbox"/> Fire Service
	<input type="checkbox"/> Community Council	<input type="checkbox"/> Health Authority
	<input type="checkbox"/> Police Authority	<input type="checkbox"/> Other
<b>School</b>	<input type="checkbox"/> State school	<input type="checkbox"/> Independent school
<b>Other</b>	<input type="checkbox"/> Faith organisation	<input type="checkbox"/> University
	<input type="checkbox"/> Non-charitable unincorporated organisation	<input type="checkbox"/> Other
	<input type="checkbox"/> Further or higher education	

## 7. Give any reference or registration numbers you have.

Charity Commission for England and Wales

Charity Commission for Northern Ireland

Office of the Scottish Charity Regulator

Companies House

Financial Conduct Authority

Health Authority Number

School reference number

Other reference number (please specify)

## 8. When was your organisation set up?

Give the date when your organisation adopted its current legal status. This should be on your governing document. All organisations need to provide this. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month please give us an approximate date.

Day                      Month                      Year

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## 9. What is your VAT status?

For more information on VAT see [HM Revenue & Customs](#) website.

VAT registered     Not VAT registered

### If you are VAT registered, what is your VAT registration number?

Your VAT number should be between 9 and 12 numbers long and have no spaces.

## 10. Is your organisation independent or a branch of a larger organisation?

Independent

An independent organisation will have its own governing document and can manage its own funds and staff.

Branch

To be able to apply to us a branch must have its own governing document (or will have adopted its parent organisation's governing document), produce its own annual accounts (which may be included in its parent organisation's accounts) and have a bank or building society account in the legal name of the branch as shown in its governing document and be responsible for how the funds in it are spent.

If you are a branch, what is the name and address of the larger organisation, including postcode?

Postcode:

If we offer a branch a grant we will ask the larger organisation to accept overall responsibility for it. For branches where there is insufficient local control, the parent organisation will need to apply.

If you are a branch but are not sure if you can apply, please contact us for advice.

## 11. What is your organisation's current financial position?

As part of our assessment, we may ask you to send us a copy of your organisation's latest annual accounts or financial projections. Select one option and fill in the amounts from your accounts or projection:

Information from the latest accounts approved by your organisation.

12 month projection because you've been running less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organisation was set up.

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

Accounting year ending:

Day                      Month                      Year

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Total income for the year                      £

Total expenditure for the year                      £

Surplus or deficit at the year end                      £

Total savings or reserves at the year end                      £

### Have your accounts been independently audited?

Not all organisations are required to get their accounts audited (by a registered auditor who gives an opinion on the accounts) and some get them independently examined instead (a less rigorous external review carried out by an independent person with relevant skills and experience). If your accounts are independently examined and not audited, select No.

Yes

No

### Contacts

We need the date of birth and home address for all of your contacts. This includes a previous address if they've not lived at their current address for three years.

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 in our Good Governance Guide (available by searching 'good governance' on our website or by contacting our Big Advice Team Scotland) and the Data Protection policy at the end of this form.

## 12. Primary contact

### Who should we contact if we have questions about your application?

They must be someone who runs or works for your organisation.

Title:  Mr  Mrs  Ms  Miss

Forenames (in full)

Surname

Position or job title

Date of Birth

Home address, including postcode

Postcode:

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

Yes

No

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

Postcode:

Phone number one

Phone number two

At least one of the numbers must be a landline.

Email

The email address should be the one they use for your organisation. We'll use this whenever we get in touch about your project.

Tell us about any particular communication needs this contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

### 13. Legally responsible contact

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

This cannot be the same person as the primary contact.

The legally responsible contact must be over 18 years old and is 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.

Title:  Mr  Mrs  Ms  Miss

Forenames (in full)

Surname

Position or job title

Date of Birth

The legally responsible contact must hold one of the following positions. Please tick one box.

#### Organisation type

#### Legally responsible contact

Company

director or

company secretary

School

head teacher

Local authority or health body

chief executive or

director

Community councils

chair

All other types of organisations

chair or

vice chair or

treasurer

Please tick to confirm the primary and legally responsible contacts are different people

Home address, including postcode

Postcode:

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

Yes

No

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

Postcode:

Phone number one

Phone number two

At least one of the numbers must be a landline.



## Email

The email address should be the one they use for your organisation. We'll use this whenever we get in touch about your project.

Tell us about any particular communication needs this contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

# Part five: What will your project do?

## 14. When are you planning to start and finish your project?

Your start date must be at least four months after you send us your application and you must complete your project within 12 months.

### Is your start date:

fixed (for example, a one off event which has to happen on or by a certain date) or

flexible (for example, an ongoing activity which can be delivered at any time)?

Project start date

Day            Month            Year

--	--	--	--

Project finish date

Day            Month            Year

--	--	--	--

If your start date is flexible put the earliest date you'd like your project to start.

## 15. What would you like to call your project?

Give your project a short title that captures what you want to do, something we can use to publicise your project on our website if you are successful. For example: "Growing the community one allotment at a time".

You can write up to 70 characters including spaces.

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## 16. What does your project involve?

By 'project' we mean the event or activities you plan to carry out using our funding. Be specific about what you will do, how you will do it and who will benefit.

You can write up to 3,200 characters (about 500 words).

## 17. Why is your project a good idea?

Tell us why you want to do this project – what does it aim to address? It's important that you refer to any evidence you have to show why your project is needed and describe what backing or support you have from the people, communities or organisations who will benefit.

You can write up to 3,200 characters (about 500 words).

## 18. How will people benefit from your project?

Tell us which one of the following best describes the difference your project will make to the people, communities or organisations who will benefit from it. We describe these in more detail under Part two: Programme summary, b) What are we looking for?

More than one may apply to your project, but tick the one it fits best.

Will the project:

- Strengthen how your community works together.
- Increase people's skills and life chances.
- Improve your local area for people to enjoy.
- Get people more active and healthier.

## 19. How much will your project cost and how much would you like from us?

- ▶ Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- ▶ Check which costs you can apply for under Part two: Programme summary, e) What can you apply for?
- ▶ Under the heading Costs give us details of the supplier you plan to use for each item and for products the brand you will purchase (for example, the computer make and model, and the shop you intend to buy from). If you don't know this level of detail now, just give us a general description (for example, 3 laptop computers).
- ▶ Be as detailed as you can, using clear headings followed by a short description (for example: 'Furniture - 5 tables and 30 chairs').
- ▶ Use a different row for each heading.
- ▶ Only include VAT if you can't recover it from HM Revenue and Customs.
- ▶ If you are asking us for all the costs make sure the total cost and amount from us is the same.

Costs	Total cost (£)	Amount from us (£)
Example: IT equipment: 1 Dell laptop, 1 i-pad. PC world.	£670	£670
<b>Totals</b>		



## 22. Will your project involve working with children, young people or vulnerable adults?

Yes  No

If yes, we expect you to be able to meet the following minimum requirements:

- have safeguarding policies appropriate to your organisation's work and what you are asking us to fund, which you review 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 at least every three years and taking up references
- 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 and secure extra insurance, if appropriate.

We may ask to see evidence of these policies as part of our assessment.

### Do you currently meet these requirements?

Yes  No – you should not apply to us until you do

NSPCC provides a range of child safeguarding advice and information services for the whole of the UK which can be accessed by visiting [www.nspcc.org.uk](http://www.nspcc.org.uk), emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or by calling 0808 800 5000.

## 23. Will you need insurance, qualifications or affiliations to a governing body to carry out your project?

Depending on what you want to do you may need public liability insurance, qualified leaders or instructors, or you may need to be affiliated to a specific governing body. For example:

- Public liability insurance is required for any public events.
- 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.

### Do you need insurance, qualifications or affiliations to a governing body?

Yes  No

If yes, do you currently have the appropriate insurance, qualifications or affiliations in place?

We may ask to see evidence of this as part of our assessment.

Yes  No – you should not apply to us until you do



# Part six: Beneficiary monitoring

There are no model answers to these questions. Your answers help us understand who benefits from our funding but we don't use them to decide if we will fund your project.

## 24a. Will your project mainly benefit people from a particular ethnic background?

Yes  No

If yes, which ethnic background? You can select up to three.

### White

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

### Asian, Asian UK

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

### Mixed/Multiple ethnic groups

Mixed ethnic background (this refers to people whose parents are of a different ethnic background to each other)

### Black / African / Caribbean / Black UK

- Caribbean
- African
- Any other Black/African/Caribbean background

### Other ethnic group

- Arab
- Any other

## 24b. Will your project mainly benefit people of a particular gender?

Yes  No

If yes, which gender?  Male  Female

## 24c. Will your project mainly benefit people from a particular age group?

Yes  No

If yes, which age group? You can select up to two.

0-24 years       25-64 years       65+ years

## 24d. Will your project mainly benefit disabled people?

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

## 24e. Will your project mainly benefit people of a particular religion or belief?

Yes  No

If yes, which religion or belief? You can select one.

Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Other

## 24f. Is your project directed at, or of particular relevance to, lesbian, gay or bisexual people?

Yes  No

# Part seven: Your declaration

## **Data protection**

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the programme.

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.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

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. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

You can obtain further details explaining how the information held by fraud prevention agencies may be used from Customer Services, by emailing [dataprotection@biglotteryfund.org.uk](mailto:dataprotection@biglotteryfund.org.uk) or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Customer Services, Big Lottery Fund, 2 St James' Gate, Newcastle upon Tyne, NE1 4BE.

## **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. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

## Declaration

Tick the box below to confirm that:

- the legally responsible contact named in question 13 is aware of this application
- the organisation named in Part four completed the application form and will deliver the project
- the information you have given is accurate and true, including the checklist in Part three
- your application has been authorised by the governing body of your organisation (the board or committee that runs your organisation)
- you understand that if you make misleading statements or withhold information at any point, your application will be invalid and your organisation will be liable to repay any money you have received
- you will be able to meet our Standard Terms and Conditions of grant, a draft copy of which are available on our website
- you agree we can use the information you have provided for the purposes described under Data Protection above
- you accept that 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

Title  Forenames (in full)  Surname

We would like to send information about the Big Lottery Fund and other Lottery good causes to your named primary contact. If you would rather not consent to receive this information please tick the box.

We would be grateful if you would help us improve our customer service by taking part in activities such as market research, surveys or product testing. If you would rather not consent to take part in these activities, please tick the box otherwise we may pass your details on to organisations who do this work for us.

**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.**

**Applications should be emailed to: [scotlandapplications@awardsforall.org.uk](mailto:scotlandapplications@awardsforall.org.uk)**