



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

Address of organisation

Postcode

When did your group start? Month/Year

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

If you are a branch, are you dependent or independent?

What type of organisation are you?

Registered Charity: please give your registration number

Other voluntary and community sector organisation

Community council

School

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

Help notes

This should be the main address of your organisation.

We will use this on all our correspondence.

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

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

Are you a sports club? Yes No

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

Affiliation number:

Please provide the following details from your most recent annual accounts

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

Give a projection for the first full year if your organisation has been running for less than 12 months.

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

Reference number

Successful?

Yes No

Amount awarded

Yes No

Yes No

Yes No

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.

Main contact for this application

Title

Forenames (in full)

Surname

Position held in organisation

Date of birth

At least one of these must be a landline number.

Phone number: day

Phone number: evening

Home address

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

Postcode

Email address (if none, write none)

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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position held in organisation	Date of birth
<input type="text"/>	<input type="text"/>

Phone number: day	Phone number: evening
<input type="text"/>	<input type="text"/>

Home address (unless on behalf of a public body)

Postcode

Email address (if none, write none)

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

Independent Referee for this application

*This person must be someone who can confirm that they have known the organisation and its work for at least one year or from its start.

*This person must have read this application and support this request for funding, and must be suitably qualified to act as a referee for this project.

*This person must be willing and available to be contacted to discuss the application further. If we cannot contact this person during the assessment period, we may be unable to process your application.

*This person must be willing to comment on the grant at a later date if this application is successful, and to provide a short written report if required.

*If the project is working directly with children under 16, the independent referee must have a relevant qualification such as a teacher, social worker, other childcare professional, youth worker or police officer.

Title	Forenames (in full)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Job title	Date of birth
<input type="text"/>	<input type="text"/>

Occupation

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.

If you are a registered charity or other voluntary and community sector organisation you must provide us with details of an independent referee. If you are a school or community council leave this question blank.

Your referee must be independent of your group and people on the management committee, have known the group for at least one year or from its start and be working in a relevant field. More information on independent referees and examples are given in the guidance notes.

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

Employer's name

Member of a professional body

Membership number

Employer's address

Home address

Postcode

Phone number: day

Phone number: evening

Email address (if none, write none)

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

Has this person acted as a referee for any other Lottery grants? Yes No

How long has this person known your organisation? Years Months

How does this person know your organisation?

At least one of these must be a landline number.

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

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.

Your answer here is important. We will use this information to assess your application.

Tell us how your project will meet the priority/priorities you have ticked.

Write 'none' if your project does not meet any of the priorities.

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.

Tell us how your project will meet any priorities you have ticked (maximum 300 words).

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

Include more than one area if relevant.

What is the postcode of the place where the project or activity will take place?

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

How many people will benefit from your project?

How many new participants will there be?

How many new volunteers will there be?

An estimate is fine but please give a figure.

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.

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.

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 11 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 12 of the 2014 Communities programme guidance notes.
- 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, transgendered 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 (you may select more than one)

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