



Guidance for applicants



2014 Communities programme

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Phone 0870 240 2391
Textphone 0141 242 1500 (this for those with hearing impairment)
Our website www.biglotteryfund.org.uk/scotland

Accessibility

Please contact us to discuss any specific communication needs you 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 is working towards sustainable development and the use of sustainable resources.

Our mission

We are committed to bringing real improvements to communities and the lives of people most in need.

Our values

We have identified seven values that underpin our work: fairness; accessibility; strategic focus; involving people; innovation; enabling; additional to government.

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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IN ASSOCIATION WITH
GLASGOW2014

Big Lottery Fund is responsible for distributing half the money raised by the National Lottery for good causes. You can find out more about us by visiting our website www.biglotteryfund.org.uk or calling our advice line: 0870 240 2391. You can also email enquiries.scotland@biglotteryfund.org.uk. If you have a hearing impairment you can contact us using a textphone on 0141 242 1500.

Please ensure you contact us or visit our website to check that you have the most up to date versions of our application form and guidance notes. We published these guidance notes in November 2008.

Glasgow is hosting the 2014 Commonwealth Games and we want to help more people across Scotland benefit from this. Sport or physical activity can help people become healthier and fitter. In Scotland fewer people are regularly taking part or volunteering in sport or physical activity and we hope our 2014 Communities programme will help address this in the run up to the Commonwealth Games.

2014 Communities is about building a legacy of well-being before and beyond the Commonwealth Games.

We want local groups to decide what best meets the needs of their community and we will only consider direct applications from the group seeking funding. The co-ordination of multiple applications by regional and national networks is outside the spirit of the programme and these applications will not be funded.



Who can apply?

We will only offer grants to voluntary and community sector organisations, community councils and schools. We will not fund individuals and sole traders, local authorities, health bodies, profit-making organisations and governing bodies of sport. If you are a branch of a larger organisation you may be eligible to apply, please see page 7 for more information.

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

We will only award a grant to organisations that have a written governing document, for example, constitution, set of rules or trust deed. There must be at least three unrelated people on your organisation's governing body or management committee. If you are not sure whether you are eligible to apply please check our website www.biglotteryfund.org.uk/2014 or call our advice line: 0870 240 2391.

Our programme outcomes

We want to know about the changes that happen as a result of our funding. We call these changes 'outcomes'. Part of our decision on whether to award a grant is based on how well your project meets one or more of these outcomes.

For this programme we want to fund projects that will achieve one or more of the following outcomes.

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

Your project must meet at least one of the outcomes to receive a grant. The more outcomes you meet, the higher we will score your application. You can find out more about what we mean by volunteer activities by visiting our website www.biglotteryfund.org.uk/2014

Our priorities

We would like the projects we fund to reach people who are less likely to take part in sport or physical activities. Our priorities are listed below.

- ▶ 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 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.

We may change our priorities in future. Please check our website www.biglotteryfund.org.uk/2014 or call us on 0870 240 2391 for current information.



What activities will we support?

Here are some examples of the sports or physical activities we will consider supporting. We also welcome applications for projects supporting disability sports or physical activities.

American football	Handball	Squash
Angling	Hang/Paragliding*	Sub Aqua
Archery*	Hockey	Swimming
Athletics	Judo*	Table Tennis
Badminton	Ju-jitsu*	Tai Chi
Basketball	Kabaddi	Tennis
Bowling	Karate*	Triathlon
Boxing*	Lacrosse	Tug of War
Canoeing*	Modern pentathlon*	Volleyball
Cricket	Mountaineering/Climbing*	Walking/Rambling
Croquet	Netball	Waterskiing*
Curling	Orienteering	Windsurfing
Cycling	Rowing	Wrestling*
Dance and fitness	Rugby League	We consider those sports marked with an asterisk (*) to be dangerous. We will only consider applications for dangerous sports from organisations that are affiliated to the relevant national governing body.
Equestrian*	Rugby Union	
Fencing*	Sailing	
Football	Shinty	
Gaelic Football	Shooting*	
Golf	Ice Sport/Skating	
Gymnastics*	Snowsport*	

If your project involves a sport or physical activity not listed here, we may still fund it but we recommend that you phone our advice line 0870 240 2391 to check, before you apply. There is also more detailed information about the types of sports or physical activities we may support on our website www.biglotteryfund.org.uk/2014

What can we fund?

We can give you a grant from £300 to £1,000 or we can partly fund your project if total project costs exceed £1,000. However, total project costs must not exceed £2,000. If you are planning to contribute some funding from other sources you must have already raised this when you apply. You must be able to complete the project and spend the entire grant within six months of receiving the grant payment.

Here are some examples of what a grant may be spent on:

- coaching costs
- taster sessions and open days
- equipment purchase
- promotion and advertising
- school-club links and outreach work
- sports kit
- transport costs
- venue hire
- volunteer expenses.

But we won't pay for:

- ongoing salaries of existing staff or coaches
- regular running costs to continue current activity
- items for the sole use of an individual
- project management or consultancy fees
- refurbishment
- overseas travel
- goods or services purchased before you have received the grant (including deposits)
- gym memberships
- projects taking place outside Scotland
- loan payments
- repayment of debt.

Please note that we will only make one grant to the same organisation in a 12 month period.

We welcome applications from schools. However, we cannot support activities or services that the school has a statutory responsibility to provide. This means we will not fund activities that are in the school curriculum.

If you are linked to a larger organisation

Branches – Your group may be a branch of a larger organisation. You can still apply to us, but if you are given a conditional offer of a grant we will request the larger organisation's written support for your application.

However if you can show us you are an independent branch, you can apply in your own right.

To be an independent branch, you must have:

- your own governing document or set of rules
- your own management committee who control your work
- a bank or building society account in the name of your group and under your control
- your own annual accounts approved by your management committee
- control over your own income and how you spend it.

If you are unsure about whether you are independent, call our advice line on 0870 240 2391.

How to apply

This flowchart explains the application process.

Read these guidance notes to find out if we may fund your organisation and project



Complete the application form and email it to us



We let you know our decision within 15 working days



You return the conditional offer and any other documents we ask for within 20 working days



We check the information you send within 10 working days



We pay the grant and your project can start

Please check that:

- your organisation is eligible to apply
- your project meets at least one of our programme outcomes
- you have completed every question on your application
- you can provide all the information we may ask for if we make you a conditional offer of grant (see page 9).

Bear in mind that:

- we prefer to receive applications by email but we will also accept applications by post
- we may contact you with questions, so you should keep a copy of the application form
- if your application is incomplete we cannot begin to assess your application and we will return it to you for completion.

If we make you a conditional offer of grant we will:

- send you a conditional offer by letter for you and the senior contact from your organisation to sign and return with our terms and conditions of grant
- ask you to send us some information that helps us detect and prevent fraud
- send you a bank details form which must be fully completed, stamped and verified by your bank and returned to us.

If we reject your application we will:

- tell you why.

Bear in mind that:

- our conditional grant offer is subject to you providing us with the information we ask for
- you must not start your project until you have received our grant payment in your bank account.

If the documents you return are satisfactory we will:

- pay the grant directly into your organisation's bank account.

If the documents you return are unsatisfactory we will:

- withdraw our conditional grant offer
- tell you why.

Bear in mind that:

- we will not pay for any costs that you incur before the grant starts
- we may call you to get an update on the progress of your project
- we will ask you to complete an end of grant report when the project has finished, to confirm how the grant has been spent and what you have achieved. You must keep your original receipts as we may ask you for them.

If we make you a conditional grant offer

You must send us the supporting documentation we request, as this helps us to prevent and detect fraud. Our conditional grant offer is subject to you providing us with the information we ask for. You must make sure you can provide this information within 20 working days, otherwise we will withdraw our conditional grant offer.

The information we need from you depends on what type of organisation you are:

Voluntary and community organisations and community councils

- ▶ We will ask you to send us original bank statements covering the last three months, within 20 days. The most recent of these bank statements must not be more than three months old. If your organisation uses a passbook account, you need to send us photocopies of the pages of the passbook that show the account name and number, as well as the last three months' transactions. You need to ask the building society to stamp and sign all the photocopied sheets as 'true copies of the original'. If your organisation uses an internet account, you need to send us print outs of the last three months' transactions.
- ▶ If you are a new group and do not have three months' worth of bank statements, you should send all the statements you have. We will ask you to complete a bank details form which must be fully completed, stamped and signed by your bank before being returned to us.
- ▶ If you are a community council, or a voluntary and community sector organisation that is not a registered charity, we will ask you to send a copy of your organisation's governing document.

Schools

- ▶ We will need a letter signed by the head teacher with details of the bank account into which the grant will be paid and confirmation that our grant will only be used for the project described in the application.

All applicants must sign and return our conditional grant offer and accept our terms and conditions of grant within 20 working days. The senior contact from your organisation must also sign the conditional grant offer.

If the documents you return are satisfactory we will pay the grant directly into your organisation's bank account. Your bank account must be in the name of the organisation that submits the application to us and will carry out the project. We will not pay a grant into a personal bank account. We require at least two people who are unrelated and do not live at the same address to sign each cheque or make a withdrawal. You must not start your project until you have received your grant payment from us.

You can download a copy of our terms and conditions of grant from our website www.biglotteryfund.org.uk/2014 or you can phone our advice line on 0870 240 2391 and we will send them to you.

If the documents you return are unsatisfactory we will withdraw our conditional grant offer. If you wish to reapply you must address the reasons why we had to withdraw our offer. You do not need to wait 12 months before sending us a new application for the same project.

When your project has finished

We will ask you to complete an end of grant report to confirm how the grant has been spent and what you have achieved. You must keep all of your receipts as we may ask you to send them to us.

Independent Referee

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 you do not need to provide us with an independent referee.

This should be someone from outside your group who knows the group well and can talk about your work. They should not be someone who will benefit if you get a grant, or anyone who has ever been involved in the running of your group, or related to someone in that position.

Examples of suitable referees include:

- arts development officer
- sport development officer
- local authority officer working in a relevant field of work
- community council officer
- council for voluntary service officer
- local councillor
- MP/MSP
- Justice of the Peace
- senior bank official
- religious leader
- healthcare professional*
- school teacher*
- youth worker*
- social worker*
- police officer*.

*These are occupations that have been approved for projects working with children. If your project is working directly with children, your referee should be from the examples marked with an *.



If your referee is not in one of these identified occupations, they must clearly state the relevance of their profession and any relevant qualification(s) related to working with children on the application form.

If you are unsure whether your referee is suitable, please call us on 0870 240 2391.

The referee must read the form, and be willing to be contacted to discuss the application and any grant we award.

Equal opportunities

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 why in part 3 of the application form.

Protection of children and vulnerable adults and insurances

If you are applying for a project to work with children, young people, or vulnerable adults, we will need to be sure the children, young people and vulnerable adults you work with will be safe. You must have a policy that explains how you make sure this happens, and that the policy is put into practice. It is your responsibility to have acceptable protection policies and procedures for children, young people and vulnerable adults in place to ensure that your project is safely and effectively managed. We may ask to look at these at any time.

Please note that it is your responsibility to ensure you have adequate insurance in place - this should include cover for any assets you buy or events and activities you run using our grant. We may ask to look at these policies at any time.



Data Protection and Freedom of Information

Data protection - We will use the information you give us on the application form and supporting documents during assessment and for the life of any grant we award, to administer and analyse grants and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other Lottery distributors, government departments and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention and detection of fraud. We might use the data you provide for our own research. 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 - 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 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.