



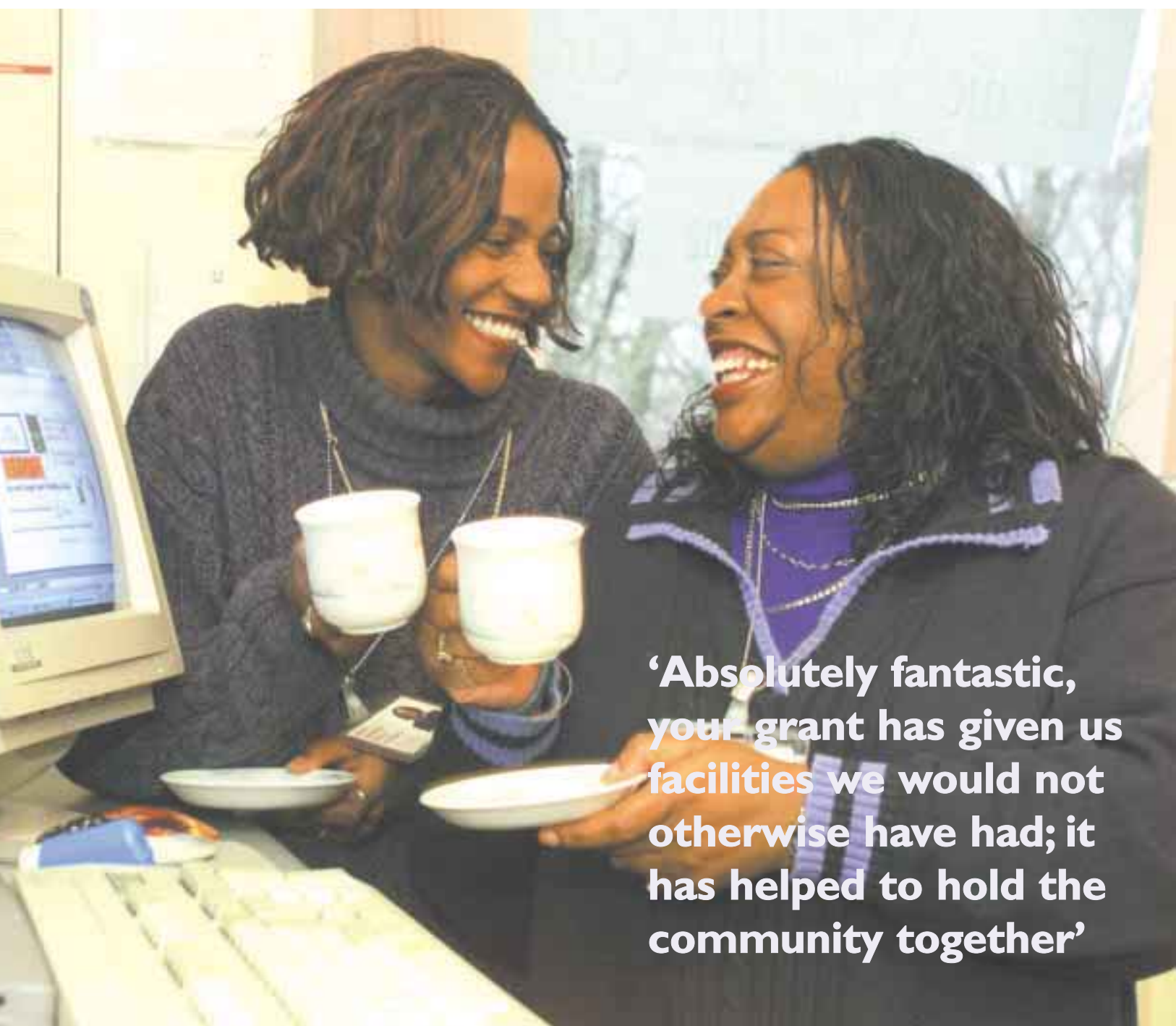
# Application Pack





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**‘Absolutely fantastic,  
your grant has given us  
facilities we would not  
otherwise have had; it  
has helped to hold the  
community together’**





# Welcome to Awards for All in England

**Thank you for requesting the Awards for All application pack.**

## What is Awards for All?

Awards for All is a Lottery grants scheme aimed at local communities. We award grants of between £500 and £5,000 in a simple and straightforward way.

### How can we help your organisation and community?

We can fund projects that enable people to take part in art, sport, heritage and community activities, as well as projects that promote education, the environment and health in the local community.

### You can apply at any time

- The application form is short and simple
- You will be told if you are successful or not within 8 weeks
- Guidance is available when answering the questions

Please take time to read this pack carefully. It gives information on who can apply for a grant, the kinds of things we will give grants for and what happens after we receive your application.

The guidance notes in this pack and on the form will help you answer questions on the application form. If you still have any questions, please contact your regional Awards for All office. Telephone numbers and addresses are listed on the back cover of this pack. There is also information available on the Awards for All website at [www.awardsforall.org.uk](http://www.awardsforall.org.uk).

**We look forward to receiving your application.**



## Awards for All funds projects that support community activity

### The aims of Awards for All are to:

- **extend access and participation**  
by encouraging more people to become actively involved in local groups and projects, and by supporting activities that aim to be open and accessible to everyone who wishes to take part;
- **increase skill and creativity**  
by supporting activities which help to develop people and organisations, encourage talent and raise standards;
- **improve the quality of life**  
by supporting local projects that improve people's opportunities, welfare, environment or local facilities, for example through voluntary action, self-help projects, local projects or events.

To get a grant you need to show how you will meet at least one of the above aims.

### Awards for All can fund a wide range of projects and activities

Here are just a few examples...

- a crèche facility for a rural community
- publicity materials for a group that recycles computers for use by the community
- a training and activities programme to involve more disabled people in sport
- a project to develop creative writing skills among young adults, to enable their work to be published and performed
- materials for an exhibition and trail walk featuring buildings of local historical interest
- play and sports facilities with qualified coaching for young people on an urban estate
- a neighbourhood project to promote healthier eating of fruit and vegetables
- a project to plan and create a community wildlife garden
- a project to introduce people to alternative cultures through participation in storytelling and drama
- adapting a village hall to provide easier access for all members of the community
- a project to set up a telephone helpline offering advice and support for people with cancer and their families
- an historic pageant illustrating various periods of history and the rich cultural heritage of a community



## Who can apply?

### You can apply if

- you need a grant of between £500 and £5,000 to fund a specific project or activity;
- you are a not-for-profit group;  
**or**  
you are a Parish or Town Council, School or Health body;\*
- you can use the grant within one year.

### We cannot award grants to

- companies which aim to distribute a profit;
- statutory bodies not mentioned above;
- individuals.

### We will not fund

- costs related to existing or ongoing projects, activities or resources currently provided by your group, for example, ongoing staff costs and utility bills, regular rent payments, maintenance (including maintenance equipment) and annual events;
- items which only benefit an individual, for example, scholarships or bursaries;
- activities promoting religious beliefs;
- activities that are part of statutory obligations or replace statutory funding, including curricular activity in schools\*;
- endowments;
- loan payments;
- second hand road vehicles;
- projects with high ongoing maintenance costs – unless your group can show that you have the funds/skills to maintain them once your Awards for All grant runs out.

### Please note:

- We will not give grants to cover goods or services that you buy or order before you receive our award letter.
- Your group can only receive a maximum of £5,000 in any 12 month period from Awards for All. This will be from the date you are notified of any award made.
- You can only make one application at a time.

\* **Parish or Town Councils, Schools or Health bodies.** In the case of applications from these bodies we can **only** fund applications for sport, art, environment, heritage, education or health related activities. Schools projects must be extra-curricular. We use the DfES definition of extra-curricular which is activities taking place outside the school day (not including lunch time).



**Sport based applications.** As a result of a change in the level of funding available to the programme, fewer sports projects will receive an award in the year from 1 April 2004 to 31 March 2005. Sports based projects that most clearly meet the aims of Awards for All and our Regional Focus priorities are most likely to receive an award. **Please consider this advice carefully before making an application.**



## How to apply

Once you have read through the application pack, and decided that a grant from Awards for All could help your project, you need to make your application.

There is an application form at the back of this pack, and you also need to send some other pieces of information. The section, 'What to send with your application' on page 5 tells you about this.

You may also find it helpful, when planning your project and making your application, to get some advice. There are a number of places you can go for this. The section 'Where to get help and advice' on page 8 should point you in the right direction.

Your application form needs to be signed by a referee - an independent person who supports your application. There is a section called 'How to find a referee' on page 8.

There are also other National Lottery grants programmes that may be suitable for particular groups or activities. For more information on these contact the National Lottery Funding Helpline on 0845 275 0000 or log on to the website at [www.lotterygoodcauses.org.uk](http://www.lotterygoodcauses.org.uk)

Here are some of the things that a grant could be spent on:

- putting on an event, activity or performance
- providing training courses
- setting up a pilot project
- running a conference or seminar
- improvements to community facilities
- start up costs, including staff and premises
- publicity
- professional fees
- research costs
- equipment and materials
- transport costs
- volunteers' expenses
- updating facilities/equipment for health and safety reasons

We welcome applications for projects combining a range of community activities.

If you are not sure whether your project is something we can fund, please contact your regional Awards for All office. Contact details can be found on the back cover of this pack.

**Before you send your application to us, you must complete the 'Checklist' on the back of the form.**

## What to send with your application

The section below tells you what to send with your application. Look at each heading and decide which one applies to you. You need to send all the documents we ask you for. The next section, 'What we mean by...' may be helpful.

### Community group/club/society

- Constitution or set of rules
- Annual accounts or statement of income and expenditure
- Recent, original bank statement plus a photocopy

### Registered charity or exempt or excepted charity registered with the Inland Revenue in England

- Constitution or set of rules
- Annual accounts or statement of income and expenditure
- Recent, original bank statement plus a photocopy

### Parish or Town council

- Annual accounts or statement of income and expenditure
- Recent, original bank statement plus a photocopy

### School

- Recent, original bank statement plus a photocopy, **or** (if you have an LEA account) a letter from the LEA stating details of the bank account and that this award be "ring-fenced" for this project.

### Health body

- Letter from the Chief Executive confirming the status of your organisation
- Recent, original bank statement plus a photocopy **or** a letter from the local authority confirming details of the bank account and that this award would be 'ring fenced' for this project

### Company limited by guarantee

- Memorandum and Articles of Association
- Annual accounts or statement of income and expenditure
- Recent, original bank statement plus a photocopy

### Dependent branch of another organisation

- Branch constitution or set of rules
- Letter of endorsement
- Annual accounts or statement of income and expenditure
- Recent, original bank statement plus a photocopy





## What we mean by...

### Health bodies

By this we mean Primary Care Trusts, Hospital (NHS) Trusts and Strategic Health Authorities.

### Dependent branch of another organisation

If you are a branch of another organisation, you might be subject to a degree of management and financial control by your parent body. In this case you can apply to us as a “dependent branch” provided you have a local constitution (or have adopted your parent’s constitution), your own annual accounts (these can be incorporated in your parent’s annual report), and your own branch bank account. You need to enclose a “letter of endorsement” with the application, which can be found on our website or by contacting your regional Awards for All office.

### Constitution/set of rules

Your organisation’s constitutional document is the document that the group has adopted to specify how the organisation runs and what it intends to do. It may also be known as the set of rules, the Trust Deed or, in the case of companies, the Memorandum and Articles of Association.

#### A constitution should include:

- organisation name, aims and objectives
- how it achieves those objectives
- how its governing body is elected or appointed
- how people can join the group
- what will happen to the assets if the group folds
- the date when the constitution was adopted on behalf of the group

For help with constitutions, see ‘Where to get help and advice’ on page 8.

Some of the community activities Awards for All wants to fund are not related to sport, art, environment, heritage, education or health. In this case we will have to check that your organisation is established for charitable, philanthropic or benevolent purposes before we can award a grant. We check this from the words used in your constitutional document. This does not mean you have to be a registered charity. For further information on this please contact the Awards for All office. Contact details on the back cover.

### Annual accounts/statement of income and expenditure

This should show all the income received and items of expenditure for the last year. This may be the financial year or your group may have its own year end for producing this information. You need to send us the most up-to-date version of this information. For further help with this, please see ‘Where to get help and advice’ on page 8.

If your group has been running for less than one year, you will not be able to give us this information. Instead, we need:

### Financial projection

Because new organisations cannot provide a set of accounts for their last year, we need to see estimates of your income and spending for the first year of the award. This will help us understand what size of organisation you hope to become and shows us whether your organisation will be able to deliver the project. For further help with this please see ‘Where to get help and advice’ on page 8.



### Recent original bank statement

You must send us an original bank statement for your organisation which is not more than three months old. This is to check the bank details you give us in question 14 of the form. You should also send us a photocopy of the bank statement which we will keep for our records and return the original to you. If you have a **building society** account rather than a bank account, you can send a photocopy of your **passbook**, but the copy must be date stamped and signed by the bank or building society. We will check that the name that appears on your bank statement or passbook is the same as your organisation's name.

If your group has only recently set up a bank account, you may not yet have received a bank statement. Instead, you can send us a letter from the bank confirming the account name and number.

**If you do not send all the information we require, we will return your application to you and this will cause a delay as we can only make decisions within 8 weeks on complete applications. If you are unclear on anything, please see “Where to get help and advice” on page 8.**

### Important

You must read, understand and accept this section before you apply to Awards for All.

- All decisions on applications are final
- Once we have paid a grant we are not committed to giving any more funding for the project
- Government policy and rules on distributing Lottery funds can change. So can the information in this booklet. We may alter our policies, processes and assessment criteria.
- Your application form may not give us all the information we need to make a decision on your application. If necessary we may ask for more information about your project or group.
- Please do not try to influence the decision by lobbying a committee member, directly or indirectly.  
If you do we may reject your application.
- We may use the name of your group and its project in our own publicity material.





## How to find a referee

Before you send your application to us, you need to fill in question 17 on the form with details of a referee, and ask that person to sign the form to show that they support your application.

When thinking about who to approach as your referee, please consider the following:

### Your referee should be...

Someone who knows about your group and can comment on your project.

This could be someone from the local authority or council for voluntary service, or a member of your local sports council, national body or any organisation your group is connected to.

If your project is working with children, young people or other vulnerable groups, your referee must be someone with a relevant professional qualification such as a teacher, social worker or childcare professional.

### Your referee must not be...

a current member of your group, a trustee or a member of staff;

**or**

related to someone in one of these positions;

**or**

formerly (that is, within the last two years) in one of these positions;

**or**

someone who will directly benefit if you get a grant.

## Where to get help and advice

- local district or borough council (Lottery Officer, Museums Officer, Community Development Officer, Sports Development Officer, Arts Development Officer, Conservation Officer)
- council for voluntary service (or similar)
- rural community council

You may find contact details for these in your phonebook, or you could search on the internet. You can also contact your Awards for All office who will be pleased to help you. Contact details can be found on the back cover of this application pack, or log onto [www.awardsforall.org.uk](http://www.awardsforall.org.uk)





‘The project was a real success;  
it exceeded our expectations’



## What happens next?

### 1. Your application will be assessed by one of our Awards Officers, who will look to see:

- how your group is set up and managed – by looking at your constitution;
- if the project is well organised and planned – whether you have the experience and skills to manage the project well;
- whether your application supports community activity, by meeting at least one of Awards for All's three aims on page 2 of this booklet;
- who in your community will benefit from the grant;
- whether the budget for your project is appropriate and realistic, and the project is an efficient use of funds - sending us quotes or costings might help to show this;
- what your group is contributing to the activity - we expect most groups to contribute to the project. This can be in cash, or 'in kind', or both. If your group have savings or 'reserves' of more than twelve months expenditure and is not spending any of this on the project, please explain why in question 13 on the application form.

When we are considering your application we may contact you for more information about your group or activity. We may also contact your referee.

### 2. When it has been assessed, your application will then be scored against the following criteria.

- What efforts the applicant group has made to ensure that under represented groups and those not normally involved in running a group are given the opportunity to do so;
- The applicant group's annual income
- Whether the applicant group has received National Lottery funding before;
- To what degree the application meets the aims on page 2 of the application pack;
- Whether the total cost of the project is below £20,000;

- Whether the project is a completely new activity for the applicant group;
- Whether the application meets the Regional Focus (included with this application pack). The Regional Focus was produced following a consultation exercise within your region.

The score that we give your application will decide whether it is successful or not. The score that your application *needs* to be successful will vary depending on the amount and quality of applications we receive, and the amount of money we have available at the time.

### 3. We will write to you to let you know if your application has been successful.

If your application is successful we will send you a letter telling you how much the grant is and when it will be paid. The grant will be paid directly into the bank account you have given us in question 14 of the application form.

If we award you a grant you will have to keep to our terms and conditions. You will also have to comply with any relevant legislation affecting the way you carry out your project. By signing the contract on the back of the application form you are agreeing to keep to our terms and conditions, and any relevant laws, if you receive a grant. Agreeing this beforehand does not guarantee that you will get a grant but it will help us pay any grant quickly. If you get a grant, you must use it only for the project you set out in the application form. You cannot give it to any other group.

You must spend the grant within one year of the date on our award letter. You will need to complete an End of Award report.

If your application is not successful we will tell you the main reasons why. This may help you decide whether to apply again.





### **Important information for those assisting with applications**

Please note that we are aware that some businesses promote their services by telling potential customers about funding available from Awards for All, or in some cases by indicating that they are acting on behalf of Awards for All. They might also offer to assist with making the application. Awards for All does not act with or endorse the services of any supplier and therefore:

- All applicants should apply directly to us. We may check that this is the case.
- We will not pay any costs that are charged by agencies or consultants to make the application.
- We will check at assessment that the application is good value for money and we might ask for quotes.

If you are planning to make an application to Awards for All and would like some help or advise, please see page 8 of this application pack or contact your local Awards for All office. Contact details can be found on the back cover of this application pack.

### **Applicants' Charter**

All of the organisations which make Lottery grants have signed up to an Applicants' Charter. This is a set of agreed standards and principles about how we will work and the service we will aim to provide. For a copy of the Applicants' Charter, please contact your regional office (addresses on the back cover) or visit our website at [www.awardsforall.org.uk](http://www.awardsforall.org.uk)

## Our England regions

Awards for All operates through nine regional offices. The list of local authority areas below will help you identify which regional office you should send your application to. Details of the regional offices can be found on the back cover of this pack.

### North East

Darlington  
County Durham  
Hartlepool  
Middlesbrough  
Northumberland  
Redcar and Cleveland  
Stockton-on-Tees  
Tyne & Wear

### North West

Blackburn  
Blackpool  
Cheshire  
Cumbria  
Greater Manchester  
Halton  
Lancashire  
Merseyside  
Warrington

### Yorkshire and the Humber

East Riding of Yorkshire  
Kingston-upon-Hull  
North East Lincolnshire  
North Lincolnshire  
North Yorkshire  
South Yorkshire  
West Yorkshire  
York

### East Midlands

Derby  
Derbyshire  
Leicester  
Leicestershire  
Lincolnshire (not North or North East  
Lincolnshire, see Yorkshire and the Humber)  
Northamptonshire  
Nottingham  
Nottinghamshire  
Rutland

### West Midlands

Herefordshire  
Shropshire  
Staffordshire  
Stoke-on-Trent  
Telford and Wrekin  
Warwickshire  
West Midlands  
Worcestershire

### Eastern

Bedfordshire  
Cambridgeshire  
Essex  
Hertfordshire  
Luton  
Norfolk  
Peterborough  
Southend  
Suffolk  
Thurrock

### London

Barking & Dagenham  
Barnet  
Bexley  
Brent  
Bromley  
Camden  
City of London  
Croydon  
Ealing  
Enfield  
Greenwich  
Hackney  
Hammersmith & Fulham  
Haringey  
Harrow  
Havering  
Hillingdon  
Hounslow  
Islington  
Kensington & Chelsea  
Kingston-upon-Thames  
Lambeth  
Lewisham  
Merton  
Newham  
Redbridge  
Richmond-upon-Thames  
Southwark  
Sutton  
Tower Hamlets  
Waltham Forest  
Wandsworth  
Westminster

### South East

Bracknell Forest  
Brighton and Hove  
Buckinghamshire  
East Sussex  
Hampshire  
Isle of Wight  
Kent (excluding boroughs of Bromley and Bexley)  
Medway Towns  
Milton Keynes  
Oxfordshire  
Portsmouth  
Reading  
Slough  
Southampton  
Surrey (excluding boroughs of Richmond-upon-Thames, Kingston-upon-Thames, Sutton and Croydon)  
West Berkshire  
West Sussex  
Windsor and Maidenhead  
Wokingham

### South West

Bath and North East Somerset  
Bournemouth  
Bristol  
Cornwall  
Devon  
Dorset  
Gloucestershire  
Isles of Scilly  
North Somerset  
Plymouth  
Poole  
Somerset  
South Gloucestershire  
Swindon  
Torbay  
Wiltshire





Remember to send your application to the England Awards for All regional office which covers the area where most of the people who benefit from your project live. Office addresses are listed on the back cover of this pack. Further copies of this application form can be obtained by calling **0845 600 2040**.

**Information given in this pack can be supplied in a variety of formats and community languages.**

## Where to find your England Awards for All Regional Offices

### **Awards for All North East**

6th Floor Baron House  
4 Neville Street  
Newcastle upon Tyne NE1 5NL  
Tel: 0191 255 1111  
Fax: 0191 233 1997  
Textphone: 0191 233 2099

### **Awards for All North West**

Ground Floor  
Dallam Court  
Dallam Lane  
Warrington WA2 7LU  
Tel: 01925 626845  
Fax: 01925 234041  
Textphone: 01925 624580

### **Awards for All Yorkshire & the Humber**

2nd Floor, Carlton Tower  
34 St Paul's Street  
Leeds LS1 2AT  
Tel: 0113 224 5345  
Fax: 0113 244 0363  
Textphone: 0113 245 4104

### **Awards for All East Midlands**

Awards for All East Midlands  
Ground Floor  
St Nicholas Court  
25-27 Castle gate  
Nottingham NG1 7AR  
Tel: 0115 934 9304  
Fax: 0115 934 9355  
Textphone: 0115 934 9360

### **Awards for All West Midlands**

8th Floor, Edmund House  
12-22 Newhall Street  
Birmingham B3 3NL  
Tel: 0121 200 3511  
Fax: 0121 212 3081  
Textphone: 0121 212 3523

### **Awards for All Eastern**

2nd Floor, Elizabeth House  
1 High Street  
Chesterton  
Cambridge CB4 1YW  
Tel: 01223 449009  
Fax: 01223 312628  
Textphone: 01223 352041

### **Awards for All London**

9th Floor, Camelford House  
89 Albert Embankment  
London SE1 7UF  
Tel: 020 7587 6659  
Fax: 020 7587 6610  
Textphone: 020 7587 6620

### **Awards for All South East**

3rd Floor, Dominion House  
Woodbridge Road  
Guildford  
Surrey GU1 4BN  
Tel: 01483 462943  
Fax: 01483 569893  
Textphone: 01483 568764

### **Awards for All South West**

Beaufort House  
51 New North Road  
Exeter  
EX4 4EQ  
Tel: 01392 849705  
Fax: 01392 253105  
Textphone: 01392 490633

**[www.awardsforall.org.uk](http://www.awardsforall.org.uk)**

*For further copies of this application pack visit our website or call 0845 600 20 40*



### **Awards for All**

is a joint Lottery grants programme supported by  
Arts Council England, Community Fund,  
Heritage Lottery Fund, New Opportunities Fund and Sport England.

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