



Unique Reference Number (for office use only)

Application form

Please read the application pack carefully before completing this form. There are guidance notes next to each question.
Please write clearly in black ink or type.

Q1 Contact details

Name of your group, school or body

Name of your project if this is different

Main contact for this application

This must be someone from your group who knows about your project and can be contacted during office hours.
This is normally the person completing the form.

Title

First name

Surname

Position held in the group, school or body

Contact address, including full postcode

	Postcode:
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Is this address (tick one box only):

Your group's office ☐ The main contact's address ☐ Other (please specify)

Email address

Telephone: Day Evening

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

Textphone ☐ Sign language ☐ Other language (please specify)

Other

Tell us about your group

Q2

What type of group are you? Tick whichever boxes apply.

School ☐

Type of School

Insert DfES number

Health body ☐

Type of health Body

Parish/Town Council ☐

If you have ticked any of the 3 boxes above go straight to question 6.

Community group/club/society ☐

Company limited by guarantee ☐

Registered Charity in England ☐

Registration
number

Exempt or excepted charity registered with the Inland Revenue ☐

Other

If you have ticked School, Health Body or Parish/Town Council, go straight to Q6

If you have ticked any other box, go to Q3

Q3

When did your group start?

Month

Year

When did it first start meeting or running activities or projects?

Q4

Briefly describe the purpose of your group.

Describe the usual activities/ services you provide.

If you are a new group, describe the services/activities you plan to provide.

Q5

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

If you are linked to a larger organisation, please also see the guidance on page 6 of the application pack, 'Dependent branch of another organisation'.

Tell us about the project or activities you are planning

Q6

Describe the projects/activities you plan to use this grant for.

What project or activities will take place if you receive a grant?

Please explain how you know that people in your community want this project and what difference you hope the grant will make.

Try to be specific about what you will do and how you will do it.

Tell us how you have identified the need for the project, either within your group or community, and how you think your project will meet this need.

Q7

When are you planning for your project or activity to take place

Start date (month/year)

End date (month/year)

Please remember it takes up to 8 weeks to process your application and we cannot give grants for goods or services that you buy or order before you hear the decision.

Q8

How many people do you expect to benefit directly from your project/activity?

Please give a number, do not put 'everyone in the area'. An estimate is fine if you cannot be exact.

Q9

What, if any, special safety issues are related to your project/activity?

Safety issues could be related to participants, organisers, general public and/or the environment. Please tell us if your project/activity has any such issues.

Please tick/complete boxes if your group has any of the following:

Public liability insurance

☐

other insurance (specify)

Relevant leaders' qualifications

Name of affiliated governing body

If your project or activity does not have any particular safety issues go straight to Q10

Guidance

Your answer is important as it enables us to see if your project meets one or more of our aims and helps us decide whether to give you a grant.

Please turn to page 2 of the application pack and read the three 'aims of Awards for All' before answering this question.

Please tick the boxes that apply to your project, **and use the space to describe how your project meets these aims.**

Q10 Please tell us how this project will meet the aims of Awards for All.

Tick here ☐ if your project/activity will extend access and participation:

Tick here ☐ if your project/activity will increase skill and creativity:

Tick here ☐ if your project/activity will improve the quality of life:

Q11 If your application meets our Regional Focus, please use this space to explain how.

The Regional Focus can be found at the back of the application pack and on our website www.awardsforall.org.uk

Q12 Tell us how much money you need for your project and give us a breakdown of what the money is for.

	A	B
Item or activity	Requested from Awards for All (between £500 and £5000)	Total cost
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Totals	£	£

If the total in column B is higher than the total in column A, please tell us where the rest of the funding will come from.

Please write how much money you are requesting from us in column A, with a breakdown of costs rather than general headings. Use column B to tell us the total cost of the item or activity. You need to fill in both columns even if the amounts are the same. Remember to add VAT where it applies.

Please total both columns. These totals will tell us whether there is a gap between the total cost and the grant you are requesting from us. It is fine to ask us to pay the total cost, but you do need to show that your group is contributing in another way to the project. See Q13 below.

Q13 Please describe any contribution you are making towards this project.

This can be in cash, or an estimate of any 'in kind' contribution such as the amount of volunteers time or the value of hiring a venue you are using for your project.

Q14 Please give us your bank or building society account details. Please double check that the information you provide is accurate. Check with your bank/building society if you are unsure.

Your group's account name	<input type="text"/>
Bank/Building Society name	<input type="text"/>
Bank/Building Society address	<input type="text"/>

Sort Code Bank Account number (must be eight digits)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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or Building Society roll number

(Use this box only if you have a building society roll number)

List all the people who are authorised to sign cheques or withdrawals on this account.

Name	<input type="text"/>	Position in the group	<input type="text"/>
Name	<input type="text"/>	Position in the group	<input type="text"/>
Name	<input type="text"/>	Position in the group	<input type="text"/>
Name	<input type="text"/>	Position in the group	<input type="text"/>

How many people have to sign each cheque or withdrawal from this account?

You can only apply for a grant if you have a bank/building society account in the name of your group.

We need this information to pay your grant without delay, if your application is successful.

You will need to send us a recent, original statement with all these details on. Please see page 5 of the application pack 'What to send with your application'.

We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

If you are a health body, go straight to question 16.

If your group is less than one year old, do not complete question 15, but please send us a **financial projection** (see page 6 of the application pack). Then go to question 16.

All other applicants go on to question 15 below.

Q15 Provide the following details from your most recent annual accounts.

Account year ending:

Day Month Year

Total (gross income)	£ <input type="text"/>
Minus total expenditure	£ <input type="text"/>
Equals loss/profit for the year	£ <input type="text"/>
Savings (reserves, cash or investments)	£ <input type="text"/>

Schools must also complete this question. Do not give details of your school fund.

Groups that have been running for 1 year or more must answer this question in full. You cannot write 'see enclosed accounts'.

You should take these figures from your most recent annual accounts, which you also need to send us. See page 6 of the application pack for some guidance on Annual Accounts.

Q16

Signature of main contact

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed

Date

This must be the signature of the person named (in Q1) as main contact and **not be the same person who has signed in Q18.**

Q17

Independent referee

Title

First name

Surname

Occupation

Email address

Contact address, including **full** postcode

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

Telephone: Day

Evening

How long have you known this group/school/body? Years

Months

How do you know this group/school/body?

I confirm that I know the group and its work. I have read this application and support this request for funding, and I am suitably qualified to act as a referee for this project. I am willing to be contacted to discuss this application further. I am also willing to comment on the grant at a later date if this application is successful, and to provide a short written report if required.

Signed

Date

Your referee must be independent of your group and your management committee.

For help with deciding who to ask to be your referee, please see 'How to find a referee' on page 8 of the application pack.

Please explain your relationship with the group.

Q18

Senior contact

Title

First name

Surname

Position in the group

Email address

Contact address, including **full** postcode

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

Telephone: Day

Evening

Please give details of a senior member of your organisation. For example, this may be the Chair, Vice-Chair, Secretary, Treasurer, Head Teacher, Chief Executive or Director.

This person must read and sign the Contract.

This must not be the same person who has signed in Q16.

Contract

I confirm that the group named on the front of the application form has authorised me to sign this agreement on their behalf. We certify that the information given in this application is true and that the application form has not been altered in substance from the original version, and confirm that the enclosures (which we have referred to on the checklist on the back page of the application form) are current, accurate and adopted or approved by the organisation. If this application is successful, in full or in part, the group will keep to the following terms and conditions. I understand that this is an agreement between the group and the National Heritage Memorial Fund (Heritage Lottery Fund), Community Fund*, Arts Council England, New Opportunities Fund and Sport England (being Lottery Distribution Bodies working through the Awards for All (England) Joint Scheme and called 'the funders' in this agreement).

We understand and agree to the following:

We will use any grant for exactly the purpose set out in this application. The letter which tells us about the award will also explain if the funders want us to alter any part of this application.

We will not make any major change to the project without first receiving the funders' agreement in writing.

We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the funders' agreement in writing. If we sell any equipment or assets, we may have to pay the funders part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the funders.

We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.

If we obtain funding from another source for the purpose set out in this application, we will inform the funders immediately. We understand that we might need to repay all or part of the award in these circumstances.

If we receive a grant for a pilot project, we understand that the funders will not automatically fund any later projects.

We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the funders' agreement in writing.

We will inform the funders of any changes to our bank or building society account.

We will comply with any relevant legislation affecting the way we carry out our project.

We will acknowledge the funders' grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project. We will supply copies of these documents to the funders if requested.

We will show the grant separately in our annual accounts as a 'restricted fund' and will not include it under general funds.

The funders can use our name and the name of our project in its own publicity materials. We will inform the funders of any situation where confidentiality is a particular issue.

* Community Fund is the operating name of the National Lottery Charities Board.

We agree in accordance with the Data Protection Act 1998, to obtain permission from individuals or their parents/guardians if they are under the age of 18, to hold, publish and share their photo images with the funders who may also use them in their own publicity materials.

We will spend the grant within one year of the date of the award letter.

If we do not spend the entire grant, we will promptly return the unspent amount to the funders.

We will monitor the success of the project and complete the End of Grant Report within one year of the date of the award letter.

We understand that the funders will not increase the grant if we overspend.

We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make these available to the funders if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods.

The funders may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:

- If we fail to keep to this contract in any way;
- If the application form was completed dishonestly or the supporting documents gave false or misleading information;
- If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services;
- If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project;
- If we fail to complete the project within one year;
- If we close down, become insolvent, go into administration, receivership or liquidation ('sequestration'), or make an arrangement with our creditors;
- If our group closes down we will not sell or dispose of any equipment or assets without first receiving the funders' agreement in writing.

These terms and conditions will apply until we have spent all the grant and until the funders' have received and approved our End of Grant report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

Name

Position in group

Signed

Date

This must be signed by the person named in question 18.

Additional Information

You must complete this section. It gives us important information about the people who will benefit from your project.

A1 How many people are involved in running your group?

Management committee members Volunteers Other

Count everyone who has a role in planning, organising or leading your group’s activities.

There must be at least three management committee members.

A2 Of the people you included in your total for A1, how many of them would you describe as

Disabled people Young people (25 or under) Older people (60+)
Women and girls People of minority ethnic origin

Put numbers in the appropriate boxes.

Some people may be counted more than once if they are covered by more than one of the descriptions.

A3 What ages are the people who you hope to benefit through your project?

0-5 6-10 11-16 17-18 19-25 26-59 60+

Please estimate how many people of each age will benefit from your project, and put numbers in boxes.

A4 Where do most of the people live who will benefit from your project?

Name of town, city or village
Local authority area

Complete this section to the best of your knowledge.

A5 How would you describe the people who will benefit from your project?

People living in rural areas	<input type="text"/>	Unemployed people	<input type="text"/>
People living in urban areas	<input type="text"/>	Disabled people	<input type="text"/>
People on low income	<input type="text"/>	Women and girls	<input type="text"/>
Refugees and asylum seekers	<input type="text"/>	Other	<input type="text"/>

Please estimate how many people of each description will benefit from your project, and put numbers in boxes.

A6 Tell us about the people who will benefit from your project.

White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group
British <input type="text"/>	White & Black Caribbean <input type="text"/>	Indian <input type="text"/>	Caribbean <input type="text"/>	Chinese <input type="text"/>
Irish <input type="text"/>	White & Black African <input type="text"/>	Pakistani <input type="text"/>	African <input type="text"/>	Other ethnic group <input type="text"/>
Other <input type="text"/>	White & Asian <input type="text"/>	Bangladeshi <input type="text"/>	Other Black <input type="text"/>	Please specify <input type="text"/>
	Other <input type="text"/>	Other Asian <input type="text"/>		

Please estimate how many people of each ethnic origin will benefit from your project, and put numbers in boxes.

A7 Please tell us if your group has applied for any Lottery money before.

Lottery funder	Your reference number	Successful?
		Y N
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>

This refers to any of the Lottery distributors.

Now please turn to the checklist on the back of this form.



Please turn the page to complete the last section of your application



Important!

Awards for All will only process your application if:

- you complete all the relevant questions on the form.
- the proper people sign the form and the contract.
- you enclose all the necessary documents.
- you complete the checklist below.

Checklist

tick

☐

We have answered all the questions on the application form.

☐

The main contact named in Question 1 has signed Question 16.

☐

The independent referee has signed Question 17.

☐

A senior person from our organisation (not the person named in Question 1) has signed the Contract.

☐

We have enclosed our Constitution or set of rules (unless we are a school, parish/town council or health body).

☐

We have enclosed our Annual Accounts or Financial Projection (unless we are a school or health body).

☐

We have enclosed a recent, original bank statement (or letter as described on page 5 of the application pack if we are a school or health body).

☐

We have made a copy of this application to keep for our reference.

Please remember, if you have not answered all the relevant questions and sent all the information we require, **we will return your application to you and this will cause a delay.** We can only make decisions within 8 weeks on complete applications, so please double check, just to be sure.

Now send your application to the correct address as shown on the back cover of the application pack. **Please apply the correct postage.**

We will hold some of the information you give on computer. We will use this information to process applications and grants and to prepare statistics. All organisations which distribute National Lottery funds share information with each other so that they can co-ordinate related applications and spot dishonest ones. A specialist contractor provides this database service. Some of the information you supply will be included in the service. It may be used by any of the Lottery funders involved in Awards for All and by the Department of Culture, Media and Sport.

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



We might also send you further information about our grants programmes. If you **would** like to receive further information please tick this box

☐

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