



**INVESTING IN
COMMUNITIES**



Stage one application form For use in Scotland only

Use this form to apply to Investing in Communities

Before you start filling in this form make sure you have read the Investing in Communities guidance notes carefully. There are also help notes next to each question that explain how to answer it.

If you have any queries about the application form or process, please call us on 0300 123 7110 or email enquiries.scotland@biglotteryfund.org.uk

Please contact us if you have any specific communication needs on 0845 4 10 20 30 (Textphone 0141 242 1500).

Before you fill in the form:

Make sure you read the Investing in Communities guidance notes before completing this application. We strongly advise that you also speak to us to check your project idea fits with our investment area outcomes. Please contact us on 0300 123 7110.

This application will be assessed against the following criteria:

Criterion 1

The proposed project outcomes meet an identified need and help achieve the investment area outcomes.

- ▶ The identified need or needs are relevant to the investment area and the intended project outcomes will help achieve the intended investment area outcomes.
- ▶ There is a need for the project and this has been clearly defined
- ▶ The intended project outcomes will address the need of the target beneficiaries

Criterion 2

The organisation can manage the project well and achieve the proposed outcomes.

- ▶ The organisation has the experience and capacity to deliver the project.

Once you have completed the form

We'd prefer to get this form by email so, if you can, send it to: Application.scotland@biglotteryfund.org.uk

We'll send you an acknowledgement email to confirm that we have received your application form.

Or post your form to:

Big Lottery Fund
1 Atlantic Quay
Glasgow G2 8JB

If you fall into any of the categories below you must also send a copy of your governing document (please see the 'who can apply' section on p10 of our Investing in Communities guidance notes):

- if your organisation is both unincorporated and an unregistered charity
- if you are applying to Growing Community Assets.

This is the first stage of the application process. We will assess this application and advise if you can progress to the next step and complete a stage two application form.

Unique reference number (for office use only)

Please read the Investing in Communities guidance notes before completing this section. The guidance notes contain important additional information about our investment area outcomes and the target groups we want to reach with our funding. The guidance notes can be accessed at www.biglotteryfund.org.uk/iic_guidance.pdf

**1. Which of our investment area outcomes will your project achieve?
(You should only tick the outcomes which your project will directly address.)**

Supporting 21st Century Life

- ▶ Children at risk of isolation are successful learners, confident individuals and maintain better relationships with their families and communities.
- ▶ Lone parents, kinship carers, families at risk, step families and disadvantaged families are more resilient and have improved relationships.
- ▶ Carers, older people and lone parent families cope better with financial crisis, have reduced financial stress and improved family relationships.
- ▶ Families with caring responsibilities are more able to cope and better connected to their communities.
- ▶ More older people live at home and have better social connections and relationships.

Life Transitions

- ▶ More vulnerable young people are in a job, training or education, in a home of their choice, have a positive attitude to their future and are able to make and maintain positive relationships that matter to them.
- ▶ More people previously outside the labour market access sustainable jobs created in enterprises and organisations working towards social aims.
- ▶ More economically inactive people are in touch with job-seeking services.
- ▶ Fewer people with serious mental health or substance misuse problems enter the criminal justice system or experience homelessness.
- ▶ People who are homeless or offending and experiencing serious mental health or substance misuse problems, access a fuller range of appropriate services.
- ▶ More people from disadvantaged groups have key financial products (including a basic bank account, home contents insurance, affordable energy, access to affordable credit and relevant benefit and credit entitlements).

Growing Community Assets – applications to Growing Community Assets must achieve all 4 outcomes below:

- ▶ Communities work together to own and develop local assets.
- ▶ Communities are sustainable and improve their economic, environmental and social future through the ownership and development of local assets.
- ▶ Communities develop skills and knowledge through the ownership and development of local assets.
- ▶ Communities overcome disadvantage and inequality through the ownership and development of local assets.

None of the above

If your project won't achieve any of the outcomes above it doesn't fit with Investing in Communities and you shouldn't complete the rest of this application. If you want to discuss this with us please contact us on 0300 123 7110.

2. What are your organisation contact details?

Organisation name (as it appears on your governing document)

Organisation registered address (including postcode)

Organisation telephone number

Website address (if you have one)

3. What type of organisation are you?

A voluntary or community organisation

A statutory body

A private sector organisation

Other type of organisation. Please specify

Does your organisation define itself as a social enterprise?

Yes

No

4. Please complete all relevant sections below

Registered charity number (if applicable)

Company registration number (if applicable)

When did your organisation start? (year)

If you are working in partnership this should be the lead organisation that will be responsible for managing the grant.

If your organisation is both unincorporated and an unregistered charity you need to send a copy of your governing document with your application.

If you don't fall into any of the listed categories, tell us what type of organisation you are.

This information is used for monitoring purposes only.

Complete this if you are registered with the Office of the Scottish Charity Regulator.

Complete this if you are a company.

Only voluntary and community organisations need to complete this.

If you are a branch of a larger organisation what is its name?

Which department is applying (if relevant)?

5. Who is the main contact for this application?

Title

Forenames

Surname

Position in organisation

Correspondence address including postcode

Preferred contact phone number
(or textphone)

Second contact phone number
(or textphone)

Email

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

6. What is the name of your project?

You can write up to 80 characters with spaces (about 10 words)

If you are a branch of a larger organisation we may contact you for more information.

Complete this if you are a large organisation or part of a public body.

This must be the person that submits the application and a member of your organisation. They should be someone who can talk about your project and that we can contact during working hours.

Leave blank if this is the same as question 2

Your preferred telephone number should be one we can contact you on during working hours. At least one of these numbers must be a landline.

Please tell us if we should be aware of any particular requirements your main contact has.

7. Please provide a short summary about your project

You can write up to 3,500 characters with spaces (about 500 words)

By 'project' we mean the activities you will carry out using the grant.

- Be specific about what you plan to do and what you would spend the grant on.
- If your project involves work to land or buildings tell us about the activities which will happen as a result of this, not the land or building project itself (we ask for details of your land and building project at question 17).

8. Who will benefit from your project?

You can write up to 1,700 characters with spaces (about 200 words)

- Tell us about the people your project will be working with.
- Tell us if your project is targeted at a specific group of individuals for example a particular age group, gender, those with a disability or from a particular ethnic background.
- For projects involving land or building work you should tell us who will benefit once the work is finished.

9. What difference will your project make?

You can write up to 1,700 characters with spaces (about 200 words)

1.

2.

3.

4.

Describe the changes your project will bring about. We call these changes outcomes and would expect you to develop these into project outcomes if your application progresses to stage two. We recommend you identify four of these changes at most.

10. Why is this project needed?

You can write up to 3,500 characters with spaces (about 500 words)

You should describe any research you've carried out or used to find out whether there is both a need and a demand for this project such as community consultation, surveys, feasibility studies or options appraisal. If you have copies of these please send them with the application form.

11. What skills and experience does your organisation have, to help you run the project?

You can write up to 2,500 characters with spaces (about 300 words).

- **Tell us about your organisation, including the number of staff and volunteers and their experience and skills in delivering this type of activity and working with this client group.**
- **You should also give details of any partner organisations involved in running the project.**

12. What stage is your project at?

You can write up to 2,500 characters with spaces (about 300 words).



Explain how far you have got in planning your project, for example have you considered staffing and resources, have you developed a project plan?

13. Do you think you need any funding to develop your project before submitting a stage two application?

Yes

No

If yes, why do you need this?

14. What date do you want your project to start?

15. Project costs

How much will your project cost in total?

£

How much do you want from the Big Lottery Fund?

£

How have you calculated your project costs?

How many years would you like us to fund?

1 2 3 4 5

16. Your current financial position

Give us the following details from your most recent yearly accounts. If you have been going less than a year, enter estimates for the first 12 months. You do not need to complete this if you are a public body.

Year ending (please give month and year)

Total income

£

Total expenditure

£

Tell us what you need to do to get ready for submitting your stage two application.

Tell us your total project costs, not just the amount you are requesting from the Big Lottery Fund.

This should be the total amount over the lifetime of the project.

Please include details of how you have researched and calculated salary, running and other revenue costs. For example have you based costs on existing project activities or benchmarked with similar projects. Please include any capital costs at question 17.

Land and building applications

17. Does your project involve land or buildings (capital) work?

Yes

No If no, please go to p12.

If your project involves a request for funding towards buying, constructing, improving, altering or extending land or buildings then you need to complete sections a) – g) about the technical aspects of the work below.

a) Give a short description of the land and building work that you would like us to pay for.

b) Please confirm that you have included a copy of your options appraisal which should detail all the options considered for delivering your project outcomes. Your preferred option should be noted with an explanation as to why this is the most suitable option.

Tick here to confirm

c) Tell us if you currently own the land or building. If you have a leasehold interest tell us how many years remain unexpired.

d) Is planning permission (or listed building /conservation area/scheduled ancient monument consent) required for your project? If so, has it been applied for or granted?

Tell us what work will be carried out on the land or building. It would be helpful if you could send a photograph of the land or building.

For guidance on how to draft an options appraisal please see our [Options appraisal guidance notes](#) on the applicant help pages of our website

If your project involves work on land or a building you need to own the land or building, or hold a lease. For more information see our [Investing in Communities guidance leaflet](#).

e) How much of the total project costs will be required for land or buildings (capital) work?

f) How much of this do you want from the Big Lottery Fund?

g) Please complete the summary of the capital costs table below. Please include non-recoverable VAT costs.

Capital Cost Item	Amount £
A. Land or building purchase	
B. Construction costs including preliminaries	
C. Furniture and equipment	
D. Professional fees	
E. Other Costs (such as legal, administration, statutory and/or survey fees. Specify what these are in a separate note)	
F. Inflation	
G. Contingency (minimum 10 per cent)	
H. Non recoverable VAT	
I. Total Capital Cost	

Data Protection

If you have applied for, or hold a grant with us then 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 project.

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.

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.

We might use the data you provide for research purposes. 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 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 this box to confirm that you are authorised by your organisation to send this stage one application to us and that you understand our obligations under the Data Protection Act 1998 and Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

If the person ticking this declaration is different to the main contact in question 5, give us their details below.

Name of contact

Title

Forenames

Surname

Date

Position in organisation

Home address (including postcode)

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

We should 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.

Checklist

This checklist will help you to check that you are sending us a complete application.

Please ensure

- | | |
|---|--------------------------|
| ▶ You have read the Investing in Communities guidance notes | <input type="checkbox"/> |
| ▶ Your organisation is eligible to apply for funding and meets our requirements as detailed on page 10 of our Investing in Communities guidance notes | <input type="checkbox"/> |
| ▶ Your project meets outcome(s) in one of our investment areas | <input type="checkbox"/> |
| ▶ You have answered all relevant questions | <input type="checkbox"/> |
| ▶ If you are applying under Growing Community Assets you have included a copy of your governing document | <input type="checkbox"/> |
| ▶ If your organisation is both unincorporated and an unregistered charity, you have enclosed your governing document | <input type="checkbox"/> |
| ▶ If your project involves land or building work you have completed Question 17 | <input type="checkbox"/> |
| ▶ You have kept a copy of your application | <input type="checkbox"/> |

Now you should send us your completed application

We'd prefer to get this form by email so, if you can, send it to: Application.scotland@biglotteryfund.org.uk

Or post it to:

Big Lottery Fund
1 Atlantic Quay
Glasgow
G2 8JB

