

INVESTING IN COMMUNITIES

Investing in Communities programme

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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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Welcome to Investing in Communities



Welcome to Investing in Communities

We have refined and re-engineered Investing in Communities after consulting with you and defining our strategic framework for the future. We want to bring real improvements to communities and the lives of people most in need. We want to help bring about lasting social change.

We will continue our commitment to act in a different way as a funder. We will act as an investor and we will take a long-term interest in the groups and organisations we are investing in. Being an investor means more negotiation, more contact and more involvement. It also means giving you more help and advice.

Investing in Communities will have a primary focus on tackling need and addressing inequalities. It will have three investment areas, Growing Community Assets, Life Transitions and Supporting 21st Century Life. These are based around our previous investment areas but with a more sharply defined focus.

You told us that you would prefer us to be clearer to you about what we will and will not fund at an earlier stage of the application process. We have acted on this and will now operate a two stage application process. We have replaced the outline proposal form with an enhanced stage one application form.

You have also told us that you value direct contact with our staff when you are developing your applications, and we aim to increase this contact. At stage one, we will assess and identify any development needs, and provide targeted development support where this is required. This may be advice from our staff or signposting to effective external sources. You will also be able to apply for funding to develop your project.

Learning is central to Investing in Communities. All of our successful grant holders will have to carry out self-evaluation of their project. We believe that self-evaluation strengthens both the organisation and the project. It will help you find out the difference your project makes, learn about what does and does not work and provide valuable information for developing and improving your project. We will continue to offer self-evaluation support for grant holders.

Your first step in applying for funding is to read this booklet. It will help you understand what we are trying to achieve and whether we are the right funder for you.

Dharmendra Kanani
Director for Scotland

Our three investment areas

Investing in Communities will deliver funding across three areas, these are our investment areas:

- ▶ Supporting 21st Century Life.
- ▶ Life Transitions.
- ▶ Growing Community Assets.

We have outcomes, or long term changes, we want to achieve in each investment area. Projects we fund must be able to show how they can help achieve the changes we would like to see taking place as a result of our funding. The following pages describe the investment areas and the types of projects they will fund.

Equalities, environment and empowerment

In order to bring about lasting change, equalities, environment and empowerment must be at the heart of the projects we support. We believe that they are connected and that communities and organisations that take them to heart will be stronger and achieve better outcomes in the long term. Before you apply we want you to consider equalities, environment and empowerment in the design and delivery of your project. We will ask you about these as part of our stage two assessment, and we will work with funded projects to help improve practice in these areas.



Supporting 21st Century Life

What are we trying to achieve through this investment area?

Supporting 21st Century Life will fund projects that build stronger families and stronger communities.

It aims to improve the quality of family life by helping families most in need to deal with the challenges of family life; intervening early to prevent poverty and disadvantage and giving children a better chance in life.

It will strengthen family connections and relationships and help improve communities. It will support family members of all ages and help families build resilience.

We don't have a specific definition of family and we will let your project define this. We want to encourage diversity and we are particularly keen to support projects which work with step families, lone parent families, lesbian, gay, bisexual and transgender families and families from asylum seekers and black and minority ethnic groups.

What types of projects will we fund?

We will fund projects that bring people together, create understanding, help people think about their future and reduce isolation.

We expect to fund a wide range of activities and services under this investment area. For example, projects can focus on parenting and family support as well as advice and tailored support to help people access services.

Projects can encourage mentoring, befriending and peer support. They can also support activities, such as play, volunteering and outdoor experiences.

What changes would we like to see?

We have identified five challenges of family life we want to fund and the outcomes, or long term changes, we want to achieve through Supporting 21st Century Life. Our focus is about building resilience to deal with the challenges faced by families in need and strengthening family and community relationships and connections. This will help us to make a greater impact on meeting current and future needs.

Your project must work with one of the challenges listed on the next page and must aim to achieve the associated outcome. Your project could work on more than one of these challenges or aim to achieve more than one outcome. The challenges and outcomes are connected, and the relationship we see between the challenges and outcomes are shown on page 5.



Supporting 21st Century Life

What we want to fund

Emotional and social development of:

- children who are in care
- children at risk
- children affected by parental substance misuse
- children who care for another family member.

Parenting and bringing up children by:

- lone parents
- kinship carers
- families at risk
- step families
- disadvantaged families.

Financial skills and services for:

- carers (and those being cared for)
- older people
- lone parents.

Caring for:

- family members who are old
- family members who are long term ill
- family members who are disabled
- the first time.

Maintaining independence in older age

The outcomes we want to achieve

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

What are we trying to achieve through this investment area?

Life Transitions will support people at key times of change, helping them make their lives better for the future. We believe that better support at key times can help people get through expected transitions, like leaving care, or stop people making unexpected transitions, like falling into debt.

We want to put people at the heart of services to help them get the support they need. We will aim to reach people most in need and to target those who are least likely to receive support. We want to fund projects which help people in real need now, as well as projects that prevent need occurring by intervening early when people are at risk. We will target our funding where it can make a difference and complement what others, especially mainstream government services, are doing.

We have high ambitions for Life Transitions and we want to make a measurable difference. We will fund projects that help people achieve obvious, concrete changes in their lives such as securing a job or a home. We will also fund less obvious, more subtle changes such as better relationships or broader aspirations. These high ambitions mean that we will not fund every transition point in people's lives. We are focusing funding where we can make the biggest difference.

What types of projects will we fund?

We expect to fund a wide range of activities and services in this investment area. For example, projects may focus on offering supported employment and creating new jobs, encouraging mentoring, befriending and peer support, building financial literacy, financial capability and financial inclusion, or developing basic and softer skills such as communication skills.

What changes would we like to see?

We have identified four transitions we want to fund and six outcomes, or long term changes, we want to achieve through Life Transitions. Our focus is about helping people move through these key transitions in their lives – especially people who need extra help to do so successfully.

Your project must work on one of the transitions listed on the next page and must aim to achieve the associated outcome. Your project could work on more than one of these transitions or aim to achieve more than one outcome. The transitions and outcomes are connected, and the relationships we see between the transitions and outcomes are shown on page 7.



What we want to fund

Becoming an adult:

Guiding vulnerable young people (care leavers, young people in the criminal justice system and young people with additional needs) towards adulthood – including helping them get a job for the first time.

Getting a job:

Engaging people who are disengaged from the world of work, focusing on people who are economically inactive.

Moving past challenging times:

Addressing the connections between addiction, offending, homelessness and mental health and supporting people who face more than one barrier to moving on.

Preventing the transition into debt:

Building financial skills and services for key groups (unbanked, tenants, homeless people, people with long term conditions, people from deprived areas).

The outcomes we want to achieve

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

What we are trying to achieve through this investment area?

Growing Community Assets will give communities more control and influence over their own future through ownership of assets. These are usually physical assets, such as land, buildings or equipment, but may also include other types of asset such as energy. We believe that the process of acquiring assets encourages people to become more involved in their communities, developing the skills, capacity and confidence they need to work together to address local needs.

Our aim is to make communities stronger and more sustainable by helping them to acquire, manage and develop assets, providing quality services and amenities that generate income streams. Development of these assets should improve the social, environmental and economic future of the community. Buildings with a limited focus such as a meeting space or sports provision are unlikely to meet our outcomes.

As well as emphasising financial viability, Growing Community Assets will focus strongly on tackling need. We want to fund projects that tackle needs in your area. We will expect you to show how you have identified those needs through consultation with people in the community and how your project is the best approach for the community to address these needs. The kinds of need you might identify include: a lack of employment due to the closure of a major local employer, or a shrinking population due to lack of opportunities for young people. We want to learn more about your community and when we are assessing your application we will look at information like population profiles, household types, employment patterns and opportunities, and access to and quality of existing services to understand if your project tackles needs in your area

The experience we have in funding asset development tells us that community ownership of an asset is likely to lead to the outcomes we want to achieve. By having complete control of the asset through ownership rather than leasehold, communities have the power to make the changes that will benefit their community in the long term.

Who can apply?

We have specific eligibility criteria for organisations applying to Growing Community Assets. These can be found on page 10 of this guidance.

You will need to send us a copy of your governing document, for example your constitution, with your stage one application form so that we can check you are eligible to apply.

What changes would we like to see?

We have four outcomes, or long-term changes, that we want to achieve through Growing Community Assets. We believe that funding projects that meet all these outcomes will allow us to achieve our long-term aim of supporting communities to become stronger and more self-reliant. Our focus is on supporting communities to take on ownership and long-term management of local assets in order to address local needs or inequality. We recognise that ownership is a substantial responsibility and that is why we think it is important that these assets can generate enough income to sustain them after our funding finishes.

Your project must aim to achieve all of these four outcomes. The diagram on page 9 explains what each of these outcomes mean for your community group.

Growing Community Assets

The outcomes we want to achieve

What these mean for you

Communities work together to own and develop local assets.



The membership and management of your group must reflect the local community. We expect you to consult with and involve the wider community at every stage of your project.

Communities are sustainable and improve their economic, environmental and social future through the ownership and development of local assets.



You must demonstrate that the asset will be financially self-sustaining, and that you are meeting a demand in your community. We expect you to show how you will minimise your impact on the environment.

Communities develop skills and knowledge through the ownership and development of local assets.



Your project should create opportunities for your community to gain new skills through training, volunteering or employment.

Communities overcome disadvantage and inequality through the ownership and development of local assets.



You must show how your community has identified a need in your area and how your project will make a difference to this.

How much can you apply for?

You can apply for grants between £10,000 and £1 million. If you are applying for more than £1 million please seek our agreement in writing before applying.

We can fund projects for up to five years and can meet up to 100 per cent of project costs. We cannot guarantee this level of funding, however, as our decisions on individual projects will be influenced by the number and quality of applications we receive.

Who can apply?

BIG can fund a wide range of organisations under Investing in Communities including:

- voluntary and community organisations
- local authorities
- community councils
- social enterprises
- private companies (provided our grants do not contribute to the profits they distribute).

We cannot fund individuals or sole traders.

Applicants to Growing Community Assets should refer to the additional eligibility criteria for this investment area listed in the box on the right.

You must also meet our terms and conditions of grant if you are awarded a grant. Please see terms and conditions of grant on our website www.biglotteryfund.org.uk/Scotland.

Unless you are a statutory body your organisation must also be able to meet the following requirements:

- ▶ You must have a written governing document, for example a constitution, set of rules or trust deed.
- ▶ There must be at least three unrelated people on your organisation's governing body or management committee.

- ▶ You must have a bank or building society account in the name of your group which requires two unrelated signatories to make withdrawals.
- ▶ You must be able to provide your most recent approved annual accounts, signed and dated by your chair, secretary or treasurer, and by your auditor or independent examiner where appropriate. The accounts should be no more than 12 months old. If you are a new organisation we will ask you to send signed and dated estimates of your income and spending for the first year of the grant.

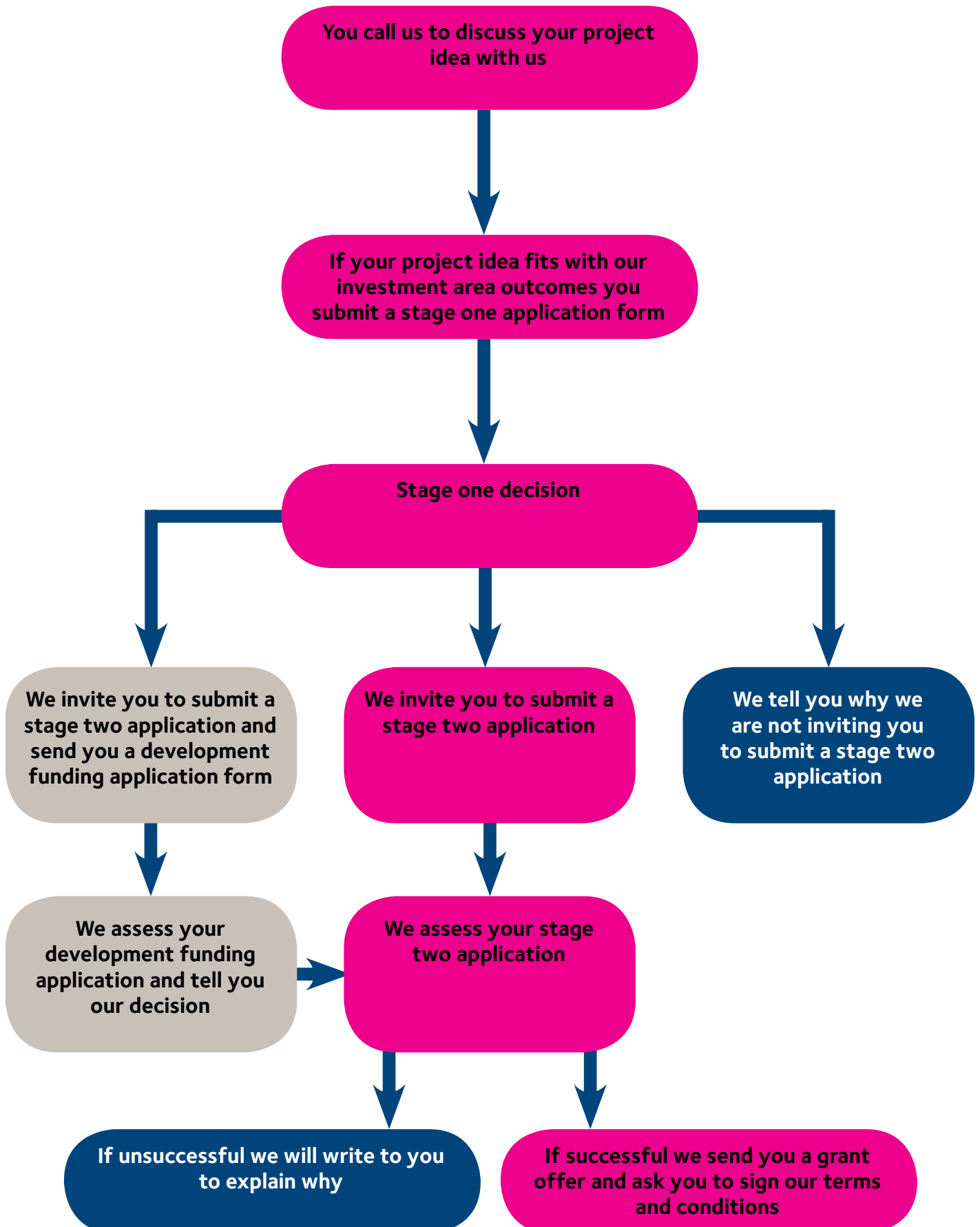
Growing Community Assets

There are additional requirements for organisations applying to GCA.

To help us check your organisation's eligibility you must send us a copy of your governing document with your stage one application form.

- ▶ Your organisation must be community led and controlled and be open to all members of that community. The majority of people on the management committee or board must be individuals from the community and elected by that community.
- ▶ The community itself must be within an identifiable local geographical area. Membership must be made up of at least 10 per cent or 100 members of the local community (whichever is the lesser).
- ▶ We want to encourage financial viability and sustainability, so we can fund organisations that distribute profits provided they are set up primarily for community benefit. Certain specific conditions may apply to the distribution of profits, and we will discuss these with you.

Application Process



How to apply

The application process for Investing in Communities has two stages.

Before you apply we strongly advise that you contact us to discuss your idea. We will tell you if we think your project fits with our investment area outcomes. Our contact details are on page 1.

Our website also has an applicant help area where you can find additional guidance on areas such as outcomes, full cost recovery and how to carry out an options appraisal, at www.biglotteryfund.org.uk/Scotland

Stage one application

If we think your project fits with our investment area outcomes we will send you a stage one application form. The form is also available to download from the website at www.biglotteryfund.org.uk/Scotland.

We will assess your stage one form to decide if your project fits with one of our investment areas and is likely to deliver the outcomes we want to achieve.

We will ask you to tell us how far you have progressed with the planning and development of your project.

Once we have assessed your stage one application we will decide whether to invite you to submit a stage two application.

How long does it take?

For stage one applications, we expect to give decisions within six weeks of receiving a completed application form.

Development funding

If you have indicated in your stage one application that you would like development funding, we will also send you a development funding application form at the same time as we send you a stage two application form.

The purpose of development funding is to strengthen your project and ensure the best fit between what you want to do and what we want to invest in. We can fund a range of development activities to help

you strengthen your stage two application including work to:

- develop your project's outcomes
- increase your ability to deliver these outcomes
- improve the scope and depth of your consultation and engagement with users and beneficiaries
- help you assess the viability of your project.

It can cover costs such as architect fees, beneficiary consultation or feasibility studies.

If your application for development funding is not successful you will still be able to submit your stage two application form.

Stage two application

If we invite you to submit a stage two application we will agree the deadline for submitting the form to us with you. We would normally expect stage two applications to be submitted within six months. For organisations that have been given development funding we would normally expect stage two applications to be submitted within 12 months.

If successful at stage two you will have six months to start your grant. You will be assigned a grants officer to help you manage your grant.

How long does it take?

For stage two applications we expect to give decisions within four months of receiving a completed application form.

What can we fund?

We will pay for all the eligible costs of the project you want us to fund. These can include revenue, capital costs and overheads. When we assess your application we may want to discuss your costs in detail, or include and exclude some items.

Revenue costs

By revenue costs we mean items such as salaries, training, monitoring and evaluation and running costs.

Capital Costs

By capital costs we mean land and buildings, vehicles and equipment.

Overheads

Overheads are the costs which are necessary for your organisation to operate, but do not relate specifically to one project. Typically they include overall management, administration and support and premises costs that relate to the whole organisation.

We can make a reasonable contribution towards the overheads of running your organisation as a whole. We expect our contribution towards the overheads to be calculated on a full cost recovery basis. By full cost we mean all the costs directly relating to the project plus the project's share of the overheads. In the application form you are required to explain how you have worked this out.

We provide a detailed guide to full cost recovery, along with a spreadsheet to assist you in calculating your overheads, which is available from our website at www.biglotteryfund.org.uk/Scotland or by calling our enquiries line on 0300 123 7110.

Ineligible Costs

There are some costs which we can't fund. These include:

- costs or expenditure incurred before you accept our grant offer
- any costs which are solely for the benefit of people living outside Scotland

- any costs which someone else is paying for, whether in cash or in kind
- items that only benefit an individual
- travel outside the UK (unless the activity can be shown to offer as good value for money as the equivalent in the UK)
- funds to build up a reserve or surplus
- loan repayments
- contributions to general appeals
- routine repairs and maintenance
- general improvements to public areas unless they are essential to the overall project
- any equipment which is not essential to the project
- any costs not related to specific outcomes such as contribution to reserves
- notional costs and costs that will never be incurred.
- costs of activities which promote religion or no belief
- costs of activities where it is clear our funding will substitute for public funding currently in place
- costs of political activity or campaigning work where this is the sole reason for the project or where this is of a party political nature.

If you are not sure whether a cost is eligible or not please contact us.

About the Big Lottery Fund

The Big Lottery Fund is responsible for giving out 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 contacting us.

Please contact us or visit our website to check that you have the most up to date versions of our application form and guidance notes.

