



Investing in Ideas



Investing in Ideas Application form

Use this form to apply to Investing In Ideas.

Before you start filling in this form make sure you have read the guide for applicants carefully.

There are also help notes next to questions that explain how to answer them.

For some questions we have a maximum number of words, to give you an idea of the amount of detail we need. You may well be able to answer these questions in fewer words than the maximum.

We update our programmes from time to time, so if you have had this form for more than three months, contact us or visit our website to check that you have the most up-to-date version. We published this version in July 2010.

If you have any questions or communication needs (such as Braille or large print, screen reader, audiotape, sign language or a community language) please:

- visit our website: www.biglotteryfund.org.uk/scotland
- call our advice line: 0845 4 10 20 30
- contact us using a textphone if you have a hearing impairment: 0141 242 1500.

If you have any queries about the application form or process

- please call us on 0300 123 7110
- send us an email: enquiries.scotland@biglotteryfund.org.uk

Sending us your application

We prefer to receive applications by email but we will also accept them by post.

When your application form is complete, email it to:

investinginideasapplications@biglotteryfund.org.uk

Please put the name of your organisation in the subject field of your email. You will receive an automatic email from us confirming that we have received your application.

Or send your application to:

Big Lottery Fund
4th Floor, 1 Atlantic Quay
1 Robertson Street
Glasgow
G2 8JB

Please do not send any other documents or a covering note. If we need more information we will ask you for it during our assessment.

We will contact you when we have checked if your application form is complete. We aim to do this within five working days of receiving your form.

About this form

If you have downloaded this form from our website or received it by email you can type directly into it and save your answers.

You should save the form to your own computer first and you must have version 9, or above, of Adobe Reader installed.

You must not change any of the questions or alter any part of the form. If you do, we will not accept your application.

If you are using a paper form please write clearly in black ink or type.

Checking your application is complete

Before you send your application to us, please check that you have answered all the relevant questions.

Voluntary or community organisations and community councils must answer every question except 2.2 and 2.3.

Schools must answer every question except 2.1 and 2.3.

Statutory bodies must answer every question except 2.1 and 2.2.

2.2 Schools only

What is your Scottish Government Education reference number?

2.3 Statutory bodies only

What type of statutory body are you?

What department is applying?

3. Does your organisation have a website?

No Yes

If yes, what is your website address?

4. Does your bank or building society account meet our requirements?

No Yes

If yes, please give the following details of the bank or building society account into which we would pay the grant:

Name of the bank or building society you hold an account with

Your account name (the organisation name on your statements)

Account number

Sort code

Building society roll number (if appropriate)

Answer this question if you ticked school, then go to question 3.

Tell us what type of statutory organisation you are, for example, local authority or health board.

We explain our requirements on page 19 of our guide for applicants. To receive a grant you must be able to tick 'yes' and provide the information we ask for if we offer you a grant. If you tick 'no' we will reject your application.

Your account must be in the name of the organisation that is applying for a grant. We require at least two people to sign each cheque or make a withdrawal. If any signatories are related or live at the same address we will need written confirmation from your bank or building society that these people cannot authorise the same payments.

If you are a school, a local authority bank account is also acceptable.

5. Provide a summary from your most recent accounts

Account year ending: Day/Month/Year			
Total income for the year (A)	£		
Total expenditure for the year (B)	£		
Surplus or deficit at the year end (A-B)	£		
Total savings or reserves at the year end	£		

Are the above figures:

Information from the latest accounts approved by your organisation

or
A projection because your organisation has been running less than 15 months.

6. Is your organisation registered for VAT?

No Yes

If yes, what is your VAT number?

7. Has your organisation applied for a Lottery grant before?

No Yes

If yes, give the name of each lottery distributor you have applied to and the reference number of your most recent application to them.

Name of Lottery distributor	Reference number

8. Who is the main contact for this application?

Title Forename(s) Surname
[Mr, Mrs, Ms or Miss]

Position in organisation Date of birth

Address

 Postcode

Phone number: Day Phone number: Evening

Email address

This should include all the income your organisation has received and all items of expenditure for your last financial year. Local authority schools do not need to provide this information. For other schools it should include your whole school budget.

Your financial year can be for any 12 consecutive months.

If your organisation has been running for less than 15 months, you may not be able to give us this information. Instead we will accept a 12-month financial projection for the year when you will spend the grant. Please include the amount you are requesting from Investing in Ideas in your projection.

If you are registered for VAT you can apply for the cost of non-recoverable VAT only.

This relates to any Lottery distributor, not just the Big Lottery Fund.

Give the reference number of your most recent application to each distributor, even if it was not successful.

We need this information even if your last application was some time ago.

If you do not know the reference number put 'don't know' in the box.

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

The date of birth and address helps us prevent and detect fraud.

For voluntary and community organisations and community councils you must give your home address. For schools, and statutory bodies give your business address (or put 'same as question 1' if appropriate).

At least one of the phone numbers must be a landline number. This is a fraud prevention measure.

Which address should we use for correspondence?

- The above email address
- The main organisation address in question 1.
- The address in this question.

Do you have any communication needs? No Yes

If yes, what are your communication needs (maximum 20 words)

9. Who is the senior contact for this application?

Title <small>[Mr, Mrs, Ms or Miss]</small>	Forename(s)	Surname

Position in organisation	Date of birth

Address

Postcode

Phone number: Day	Phone number: Evening

Email address

If we need to write to them, which address should we use?

- The email address in this question.
- The address in this question.

Does your senior contact have any communication needs? No Yes

If yes, what are your communication needs? (maximum 20 words)

Tick one box only. We prefer to use email for correspondence but if you would like us to send letters instead, tell us the address to use.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

For voluntary and community organisations and community councils this must be your chair, secretary, treasurer or other senior member of your management committee. For companies it should be a director or the company secretary. For schools it should be your head teacher. For statutory bodies it should be your chief executive or director.

The senior contact must not be the same as the main contact in question 8.

For voluntary and community organisations and community councils you must give their home address. For schools, and statutory bodies give their business address.

At least one of the phone numbers must be a landline number. This is a fraud prevention measure.

Tick one box only. We may not need to write to your senior contact but in case we do, tell us if they would prefer email or letters.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

Part two – About your Idea

10. Describe your idea and who will benefit from it (maximum 300 words)

In this section we want more information about the idea you wish to develop.

The idea could be:

- thinking differently about how a service is delivered and/or
- designing and testing new projects or better ways of working.

Please tell us:

- what the idea is
- how you came up with it
- who will benefit from it

11. What is the need you have identified, how did you identify it and how will your idea meet it? (maximum 250 words)

12. Which of our outcome(s) will your idea meet?

Tick the outcomes your idea will meet

- People have better chances in life
- Communities are safer, stronger and more able to work together to tackle inequalities
- People have better and more sustainable services and environments
- People and communities are healthier

Make sure you:

- tell us about the need to develop your idea
- tell us about the needs of the people who will benefit from it
- explain how you know that they have these needs and what you have learned from discussing your plans with them
- show how your idea or activities will meet the need you have identified.

Our outcomes are the changes that we want funding from Investing in Ideas to achieve. **Your idea must meet at least one of them to be considered for a grant.**

12. continued

Tell us how your idea will meet each of the outcomes you have ticked (maximum 400 words in total).

Here are some ways your idea might meet each outcome:

People have better chances in life

- ▶ Giving people the chance to try out new activities
- ▶ Removing barriers to employment
- ▶ Allowing people to learn new skills – literacy and numeracy etc
- ▶ Helping people play a more active role in your community.

Communities are safer, stronger and more able to work together to tackle inequalities.

- ▶ Bringing different communities together to tackle common issues
- ▶ Reducing isolation, for example for older people
- ▶ Bringing young and old members of your community together
- ▶ Tackling or preventing criminal and anti-social behaviour.

People have better and more sustainable services and environments.

- ▶ Ensuring safer places, free from anti-social behaviour and crime
- ▶ Improving community spaces, such as playing fields, shared spaces, walkways or woodlands
- ▶ Enabling communities to tackle local environmental problems and improve their local environment.
- ▶ Communities work together to own and develop local assets

People and communities are healthier

- ▶ Encouraging people who do not usually take part in physical or arts activities to become more actively involved.
- ▶ Improving opportunities for healthier eating
- ▶ Providing opportunities for children's play
- ▶ Developing better approaches to tackling mental health issues

Part three – Developing your Idea

13. Tell us how you will use your Investing in Ideas grant to develop your idea? (maximum 400 words)

14. How will you involve the wider community in developing your idea? (maximum 200 words)

Provide specific information on

- ▶ What you will do
- ▶ How will you do it
- ▶ What you would spend the grant on
- ▶ What you hope to learn as a result of the work
- ▶ How you will use the results to develop your idea

There is more detailed information about what we will and will not fund on page 10 of the guide for applicants. Read this carefully to check that we can fund what you want to do.

- ▶ Tell us how many people the activities will involve and explain the different ways they will participate.
- ▶ Explain how you will make sure that people from different backgrounds get involved.
- ▶ If you have identified groups you wish to involve but that are less likely to take part, explain why this is and what you will do to tackle it.
- ▶ If your work will involve the wider community, tell us how.
- ▶ If you plan to promote or publicise your work, explain how you will do this.
- ▶ If you plan to restrict who will be involved in developing your idea you should explain why, so that we can consider if this is acceptable.

15. How much will your activities cost?

a) How much will each item or activity cost and how much do you want from Investing in Ideas?

	A	B
Item or activity	Total Cost	Amount Requested from the Big Lottery Fund
Totals	£	£

b) If the total in column A is higher than the total in column B, where is the rest of the funding coming from? (maximum 100 words)

c) How have you worked out your costs? (maximum 100 words)

List all the individual items or activities. Include everything even if you are not asking us to fund it.

Give the total cost of each item or activity in column A and put how much you want from us in column B.

If you want us to fund all costs then the figures in column A and column B will be the same.

Make sure the costs are accurate and based on quotes where possible.

You must not include any VAT that you can claim back from HM Revenue and Customs.

The total requested from the Big Lottery Fund must be between £500 and £10,000.

Please check that you have added up the totals correctly.

If you need to raise funds from other sources you must show that you will be able to do this and it will not cause a delay.

Let us know if you have already raised some funds or plan to use reserves or savings. If you have applied to other funders but have yet to hear from them tell us who they are and when you expect a decision.

If you want us to fund all the costs and are not contributing any funding from other sources put 'not applicable'.

Tell us if you have used estimates and prices from suppliers or experience from other projects.

If you have made any assumptions when working out the costs, tell us what these are.

16. When will the activities take place?

Start date

Month	Year
<input type="text"/>	<input type="text"/>

End date

Month	Year
<input type="text"/>	<input type="text"/>

Is your start date:

Fixed or Flexible

17. Where will the activities take place?

Local authority area

Full postcode

18. Do your activities involve work with children, young people under the age of 18 or vulnerable adults?

No Yes

If yes, you must answer a) to d) below

a) How many children, young people under the age of 18 or vulnerable adults will be involved in your work?

b) How many people (staff and volunteers) who will be involved in the work have Disclosure Scotland clearance?

c) Do you have child protection or vulnerable adult protection policies and procedures in place?

No Yes

d) Explain how you will ensure that the children, young people, or vulnerable adults will be kept safe. (maximum 100 words)

Your start date should be at least three months after you send us your application.

Your end date must not be more than 15 months after you send us your application.

If your start date is flexible put the earliest date when your activities could begin.

Tell us the local authority area and postcode where your activities will happen.

If your work covers a number of places, give the local authority area and postcode where the most people will benefit.

If there is no postcode for where your work will happen, use one from a nearby street.

If your activities will work with children, young people or adults who are vulnerable (because of their circumstances or problems) you must have a policy that explains how you will make sure they will be safe. You must also be able to show that your policy will be put into practice.

It is your responsibility to have acceptable protection policies and procedures for children, young people and vulnerable adults in place, which we may ask to inspect at any time.

19. Do you have any of the following?

- a) Public liability insurance No Yes
- b) Leaders qualifications No Yes
- c) Affiliation to a governing body No Yes
- d) Other insurance No Yes

If you answered yes to any of the above, please give more details.
(maximum 100 words)

Please answer a) to d).

Depending on the type of activities you wish to carry out, you may need public liability insurance or qualified leaders.

Your organisation must be affiliated to a governing body if your work involves a dangerous sport or activity.

Part four – Programme monitoring information

20. Is your idea directed at, or of particular relevance to, people from a specific ethnic background?

No Yes

If yes, please tick up to three categories to indicate the ethnic background of the people who will benefit.

White

- Scottish
 Other British
 Irish
 Any other white background

Mixed

- Mixed ethnic background

Asian, Asian Scottish or Asian British

- Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other Asian background

Black, Black Scottish or Black British

- Caribbean
 African
 Any other Black background

Other ethnic background

- Any other

21. Is your idea directed at, or of particular relevance to, people of a specific gender?

No Yes

If yes, please tick:

Male Female

22. Is your idea directed at, or of particular relevance to, people from a specific age group?

No Yes

If yes, please tick up to two categories

0-24 years 25-64 years 65+ years

Tell us who will mostly benefit from your idea.

If you tick 'no' this tells us that your idea is open to all the categories listed and you are not focussing it specifically on any of them.

If you tick 'yes' this means that your idea may be particularly relevant to some of the categories listed.

This information helps us identify the types of people who apply to us for funding and receive a grant.

We will use the information you give us for programme monitoring purposes only. It will not be used to assess your application.

We have produced a guide, called 'Equality Matters' which explains our approach to equality. You can get this from our website or advice line.

23. Is your idea directed at, or of particular relevance to, disabled people?

No Yes

24. Is your idea directed at, or of particular relevance to, lesbians, gay men or bisexual people?

No Yes

25. Is your idea directed at, or of particular relevance to, people of a specific faith?

No Yes

If yes, please tick the faith of the people who will benefit
(You may only select one faith)

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other

Part five – Finishing your application

You must tick **all** the boxes below to confirm that:

- you (the main contact named in question 8 of this application form) are authorised to apply for a grant from us (Big Lottery Fund) on behalf of your organisation.
- you understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.
- your organisation meets our eligibility requirements set out in our Investing In Ideas guide for applicants under 'Who can apply' and has the legal power to set up and deliver the activities described in this application form.
- if we make you a conditional offer you will send us the relevant documents set out in our Investing in Ideas guide for applicants under 'What we will ask you to send us?' within 20 working days and you accept that we may withdraw any conditional grant offer if you do not.
- you understand and accept our obligations under the Data Protection and Freedom of Information Acts set out in our Investing in Ideas guide for applicants.
- you are able to comply with the Investing in Ideas terms and conditions of grant, which are available on our website www.biglotteryfund.org.uk

To apply for a grant from Investing in Ideas you must tick all the boxes.

Make sure that your governing body or management committee know about this application and have agreed that you can send it to us.

You must be able to comply with our terms and conditions if we offer you a grant. You should check that you can before you apply.

You can get a copy of our terms and conditions of grant from our website www.biglotteryfund.org.uk or you can phone or email us and we will send them to you.

Before you apply, make sure you can provide all the information we may ask for if we make a conditional grant offer. This is explained in 'What we will ask you to send us' in our guide for applicants.