



Investing in Ideas



Investing in Ideas programme

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Our website www.biglotteryfund.org.uk

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 Ideas

The Big Lottery Fund in Scotland wants to provide groups with an opportunity to spend time and money developing ideas that have a clear public benefit. Investing in Ideas is an easy-to-access scheme that awards grants of between £500 and £10,000 to enable groups to think about, develop and test new ideas for projects or improved ways of working that will bring real improvements to communities, and the lives of people most in need.

The purpose of Investing in Ideas is to fund groups and organisations of all sizes to improve their skills and knowledge to:

- think differently about how a service is delivered and/or
- help them to design and test new projects or better ways of working.

An Investing in Ideas grant could support you to:

- assess the need for your idea and/or investigate the work of others to inform the development of your idea
- work up your idea and/or strengthen your organisation to make your idea a reality
- test out your idea to see if it works
- support the sustainability of your project or organisation by sharing your work and your knowledge with others to pursue new avenues in the future.

You should consider applying to Investing in Ideas if you are at the very early stages of developing an idea and are not yet ready to apply for larger grant funding from the Big Lottery Fund or another source.

You can apply at any time. The application form is short and simple. We will tell you if you have been successful or not within six weeks of us receiving it. Guidance is available for answering the questions.

Please take time to read this pack carefully. It gives information on who can apply to Investing In Ideas, what kinds of things we will fund and what happens after you send in 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, you can contact our information and advice team on 0300 123 7110 or visit our website at www.biglotteryfund.org.uk

We look forward to receiving your application.

This guide tells you:

- who can apply
- what we will and won't fund
- how to apply.

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
- call our advice line: 0300 123 7110
- send us an email: enquiries.Scotland@biglotteryfund.org.uk
- contact us using a textphone if you have a hearing impairment: 0141 242 1500.

We update our programmes from time to time, so if you have had this guide 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.

Is Investing in Ideas right for you?

- * Do you need between £500 and £10,000 to develop your idea?
- * Are you a voluntary or community organisation, school, community council or statutory body (such as a local authority or health board)?
- * Do you have a UK based bank or building society account in the name of your organisation (or for schools a local authority bank account) that requires at least two people (who are unrelated and do not live at the same address) to sign cheques or make a withdrawal?
- * Can you send us an application at least three months before your development work is due to begin and complete the work within one year?
- * Can you explain the need for your idea and the changes that will happen because of it?

If you can answer Yes to all of these questions then Investing in Ideas may be the right programme for you.

If you answer No to any of them please visit www.lotteryfunding.org.uk or phone the Lottery funding hotline 0845 275 0000 (textphone 0845 275 0022) for details of other Lottery grants available.

What other funding suits your needs?

There are many other grants that BIG makes available and you should visit our website www.biglotteryfund.org.uk or contact us on 0300 123 7110 to make sure that this one best suits your needs.

What will Investing in Ideas support?

Investing in Ideas aims to help organisations develop ideas that bring about change in their local communities.

To achieve our aim we want to fund the development of ideas that meet one or more of the following outcomes:

- ▶ People have better chances in life – for example, by trying out new activities, volunteering, learning new skills or playing a more active role in their community.
- ▶ Communities are safer, stronger and more able to work together to tackle inequalities – for example, by enabling different communities or younger and older people to tackle common issues together.
- ▶ People have better and more sustainable services and environments – for example, by improving community spaces or increasing recycling.
- ▶ People and communities are healthier – for example, by enabling more people to take part in activities that improve their health and well being, or encouraging healthy eating.

Our outcomes are the differences we want our funding to make. We will consider how well your idea meets our outcomes during our assessment. You must show how your idea meets at least one of them to be considered for a grant.

Who can apply?

You can apply to Investing in Ideas if you are a:

- voluntary and community organisation
- school
- community council
- statutory body (for example, a local authority or health board).

But under this programme we will not fund:

- individuals and sole traders
- profit-making organisations
- non-departmental public bodies
- government departments
- organisations not established in the UK.

We are unlikely to fund organisations that are in poor financial health or those that have had a previous grant from us that has not been managed satisfactorily.

The organisation filling in the form must be the same organisation that will receive the grant and manage the development work around your idea. We will not consider an application made by one organisation on behalf of another.

Voluntary and community organisations

Voluntary and community organisations are also known as ‘third sector’ organisations, as they are separate from the public and private sectors.

They are organisations established for social purposes rather than the pursuit of profit.

They include:

- * registered and unregistered charities
- * friendly societies
- * industrial and provident societies
- * companies that are not for profit businesses
- * unincorporated associations.

To apply to Investing in Ideas, voluntary and community organisations must have:

- * a written governing document (for example, a constitution, set of rules or trust deed)
- * at least three unrelated people on their governing body or management committee.

We expect organisations with a membership to be open to all and allow anyone to join, unless there is a good reason why this is not appropriate.

Applications from branches

Independent branches of larger organisations can apply directly to us. They must have their own governing document and be allowed to manage funds and staff without referring to another body.

Dependent branches can also apply directly to us if they:

- * have their own governing document (or have adopted the parent organisation's governing document); and
- * produce their own annual accounts (which may be included in the parent organisation's annual report); and
- * have a bank (or building society) account and are responsible for how the funds in it are spent.

If we offer a dependent branch a grant we will ask the parent organisation to accept overall responsibility for it.

For other dependent branches, where there is less local control, the parent organisation will need to apply.

If you are a branch but are not sure if you can apply, please contact us for advice.

Applications from schools

We welcome applications from schools but we will not pay for developing activities or services that schools have a statutory responsibility to provide. This means we will not pay for developing activities that are in the school curriculum.

We will accept applications for developing ideas working solely with children with special needs where it may not be appropriate to involve the wider community.

Someone who is directly employed by the school must submit the application (for example, a teacher or administrator).

Case study

Scottish Liver Transplant Unit develops peer support project with help from Investing in Ideas



Being on the waiting list or coping after a liver transplant can be difficult and stressful for patients, carers and their families. In 2007, the Scottish Liver Transplant Unit (SLTU) wanted to test their idea of providing a telephone peer befriending service. This was to support patients, carers and their families throughout the whole of Scotland to cope with a liver transplant.

Transplant patients receive support from a multi-disciplinary team. The aim of the peer support was to help reduce anxiety and isolation. It also encouraged people to share experiences and feel supported and confident. This was considered as an important complement to the current support available. So, in 2007, Investing in Ideas awarded the group a grant of £2,700 for this to be fully explored. The grant enabled the group to carry out a feasibility study led by Befriending Network Scotland. The results showed clearly that peer telephone befriending would be a valuable and practical service.

Transplant patients and carers were consulted and involved in the project through the feasibility stage and in the steering group. Comments included: "Because my illness is rare, isolation is a problem. There are no support groups locally." Another patient reported: "it would have been good to have a fellow

transplant patient to call... there are loads of issues that only existing transplant patients can answer."

Social worker, Mandy Rathjen was part of SLTU when the feasibility study took place. Mandy said: "This was a chance for patients, carers and their families to share experiences. It offered mutual support to enable them to build a more positive way of life. It was an important choice which we wanted to develop beyond the informal meetings in the clinic or ward. The feasibility study enabled us to get a clear perspective on the extent of need for a peer telephone befriending service. SLTU decided that it was practical to take the project further."

The Investing in Ideas grant supported SLTU to investigate and develop their idea. SLTU are now one year into a two-year funding project with the British Red Cross.

"The Red Cross has extensive experience supporting people in crisis and with volunteers and our peer befrienders and would benefit from a combination of bespoke and Red Cross training," said Mandy.

The Liver Transplant Support Line (Scotland) is a partnership between the Scottish Liver Transplant Unit in Edinburgh and the British Red Cross.

Key Facts

Grant recipient: Scottish Liver Transplant Unit

Project title: Scottish Liver Transplant Unit Befriending Project

Amount awarded: £2,700

Date of award: October 2007

Location: Scotland

Grants programme: Investing in Ideas

What can a grant pay for ?

In your application you will need to tell us what the grant would be spent on and how this will achieve one or more of our outcomes. We will only give you one grant from Investing In Ideas for each idea you want to develop. This means you need to think about everything you need to develop your idea before you apply. You can only have one application in assessment at any time.

Here are some examples of what a grant can pay for:

- community consultations
- surveys
- market research
- business planning
- feasibility studies
- company formation and training
- research and evidence gathering in relation to social issues
- capacity building for your organisation to deliver a new idea
- design schemes
- needs analysis
- skills audits of communities
- valuations
- legal assistance (with the purchase of assets)
- contribution to staff salaries*
- professional fees
- sessional fees
- specialist advice to consider the environmental impact of your idea
- small pilot projects
- exchange visits in the UK to see how other projects work.

But we won't pay for:

- items which only benefit an individual
- paying for staff time to write applications
- political campaigning activity
- goods or services that you buy or order before you accept our offer of grant
- activities promoting religious beliefs
- activities or services that a public organisation must provide by law
- endowments
- loan payments
- any idea that has already been funded through another Lottery grant
- the development of ideas that mainly benefit people who do not live in Scotland
- overseas travel, unless you can make a case as to why this is the best possible option in order for your group to develop their idea.

*** We will not make a contribution to the general running costs of an organisation but we will make a reasonable contribution towards a staff salary if they are the most appropriate person to carry out the proposed work. The request towards a staff salary must represent good value for money for the organisation in comparison to the use of sessional staff or an external consultant.**

VAT

You may need to pay VAT on purchases you make as part of your idea.

You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs.

If you later find that you can recover VAT that we have included in our grant you must repay this amount to us.

Other funding

If you need to raise funds from other sources you must be able to show that this will not delay your work.

There is more detailed information about what we will and won't fund on our website.

How to apply

You read this guide	Check that your organisation can apply, we can fund what you want to do, your idea meets at least one of our outcomes and you can meet our terms and conditions of grant.
You complete an application form and send it to us	<p>Send your application to us at least three months before the development work on your idea will start.</p> <p>This gives us time to assess your application and you time to send back any information we ask for.</p> <p>We prefer to receive applications by email but will also accept them by post.</p>
We assess your application	<p>We will confirm that we have received your application within five working days.</p> <p>If your application form is not complete, we will return it to you and give you 10 working days to provide the missing information.</p> <p>We might contact you with questions during our assessment but this is often not necessary.</p>
We tell you our decision	<p>We aim to let you know our decision within 30 working days of receiving a complete application.</p> <p>If we offer you a grant it will be conditional on you signing and returning our offer letter and accepting our terms and conditions of grant. You will also need to send us some documents that allow us to check how your organisation is run.</p> <p>If your application is unsuccessful we will write to you and tell you why.</p>
You return the documents we ask for	<p>You must return everything we ask for within 20 working days of the date of our offer letter.</p> <p>You cannot start the development work on your idea until we have received, checked and approved the signed offer letter and any other documents we ask for.</p> <p>If you do not return everything by our deadline we will withdraw our conditional grant offer (although we may agree a short extension if you contact us before our deadline and there is a good reason).</p>
We check what you send us	<p>We will check what you send us and contact you within 10 working days.</p> <p>If the documents you send us are satisfactory we will write to you to confirm the grant and tell you when we will pay it into your bank or building society account.</p> <p>If the documents you send us are unsatisfactory we will contact you if we think you may be able to resolve the problem. If there is a major problem or something that cannot be resolved, we will withdraw our conditional grant offer and write to you telling you the reasons why.</p>
You start your development work	<p>You can start the development of your idea when you receive our letter confirming the grant.</p>
You finish your development work	<p>You must complete the development work within 12 months of the date of our letter confirming the grant.</p> <p>We will ask you to complete an end of grant report, telling us how the grant has been spent and what you achieved with it.</p> <p>We may visit or phone you to check how the grant has been spent, or ask to see original receipts for the money that you spent.</p>

Case study

The Inverclyde Council on Disability tests out an idea with help from Investing in Ideas



In 2006, Inverclyde Council on Disability (ICOD) became aware of enquiries from service users and members of the public asking about buying their own mobility equipment. Although ICOD knew of national suppliers and some in other neighbouring areas, there didn't seem to be any local providers who could offer this service. They identified a possible opportunity to develop a more commercial side to operations, particularly in providing a knowledgeable and local supplier of mobility equipment. This was also identified as a way that the group could become self-financing and make their other services more sustainable.

The group received £9,884 from Investing in Ideas in 2006 to carry out a feasibility study on whether a mobility goods shop in the area would be sustainable. As a small organisation, staff and resources were at a premium, so the group chose to engage consultants to help them research and develop the idea.

"The consultants brought with them their expertise and experience in market research, and produced an objective, well-researched market assessment report," David Goldthorp, project manager, ICOD said. "Without the Investing in Ideas grant we would not have been able to get the professional and impartial input that was needed to explore our idea."

"Due to the economic downturn, and other pressures of existing services, ICOD has decided not to take this forward. However, the research produced is still a very relevant, live document and we would hope to be able to develop our idea in the near future. The information produced has also helped us in other ways through our existing Information and advice service and when taking part in local consultations on community needs."

Key Facts

Grant recipient: Inverclyde Council on Disability Limited (ICOD)

Project title: Mobility Products Marketing Feasibility study

Amount awarded: £9,884

Date of award: December 2006

Location: Scotland

Grants programme: Investing in Ideas

Developing your application

Filling in an application form can appear quite daunting. It takes time and it is best not to tackle it on your own or in one go.

We want to make a fair assessment of what you want to do but can only base this on the information you give us. If you have never applied to us before, we suggest the following approach.

Getting started

- ▶ Start off by thinking about the need you want to meet and how an Investing in Ideas grant might help you do this, rather than 'what can we apply for'.
- ▶ Read this guide carefully to check that your organisation can apply and we can fund what you want to do.
- ▶ Make sure that Investing in Ideas is right for you before applying. Look at the different funding options available to you on our website www.biglotteryfund.org.uk
- ▶ Make a list of all the things you think we need to know about your idea. Keep this as a checklist to make sure you have included everything in your application form.
- ▶ Get together a small group from your management committee or staff to go through the questions on the form and jot down the main points that answer them. Use your checklist to make sure you have not missed anything.
- ▶ If you are not sure what a question means, phone us on 0300 123 7110 or email us at enquiries.Scotland@biglotteryfund.org.uk and we will tell you.

Completing the form

- ▶ It is best for one or two people to have a go at a first draft rather than everyone trying to write it. Other people may be able to suggest improvements afterwards.
- ▶ There is no need to use jargon. In fact, we suggest you avoid it. Just make sure your answers are clear and easy to understand.

Checking your answers

- ▶ Make sure you explain the need you have identified and how your idea will eventually meet that need.
- ▶ We assess every application against our outcomes on page 6 of this guide so tell us how your idea meets at least one of them.
- ▶ Your budget must be as accurate as possible. This will take you time but without it we are unlikely to offer you a grant.
- ▶ Make sure you can back up what you say with evidence. You do not need to send anything with the form but you can tell us about the evidence you have in your answers, so that we can ask for it if we need it.

Before you send your application to us

- ▶ Check that you have answered every question. We will only assess complete application forms, so if you have not answered every question, we will send the form back to you. This might cause delays that mean we are unable to give our decision in time for your idea to go ahead.
- ▶ 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 from our website or you can phone or email us and we will send them to you.
- ▶ Remember to keep a copy of your application form in case we contact you with questions.

Ideas working with children, young people or vulnerable adults

If you are applying for an idea to 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 in your application that your policy will be put into practice.

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

The NSPCC has produced a guide for organisations to safeguard children called 'Firstcheck'. You can find out more about this at www.nspcc.org.uk or you can buy a copy by calling 020 7825 7422.

Insurance and safety

Depending on the type of development work, you may need public liability insurance or qualified leaders.

It is your responsibility to ensure you have adequate insurance in place. This should include cover for any assets you buy or events and activities you run using our grant. We may ask to look at these policies at any time.

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

Equal opportunities

We expect the idea you are developing to be open to all who want to be involved, unless you can give a good reason why this should not be the case.

If you plan to restrict who can take part you should explain why in your application, so that we can consider if this is acceptable.

Your application should show your commitment to our equality principles, which are explained in our 'Equality Matters' guide. You can get this from our website or advice line.

How we assess applications

When we have received a complete application from you we will start our assessment. We will only consider one application from your organisation at a time.

We will check that your organisation can apply and the development work on your idea is something we can support. We will then consider:

- the need for your idea and who will benefit
- how you will achieve our outcomes
- where your idea will be delivered
- if we have funded you before
- the total cost of the development activities
- the wider community involvement.

We seldom have enough funds to support all the applications we would like to. When this happens we need to make some difficult decisions.

We have a scoring system that helps us do this. We give more points to applications that:

- show strong evidence of need
- meet our outcomes more closely
- are from organisations that Investing in Ideas has not funded before
- are for smaller development projects
- are for ideas that involve the wider community.

The score that an application needs for us to fund it will vary depending on the amount and quality of the applications we receive and the amount of money we have available at the time.

We aim to assess each application equally and fairly so our team meets regularly to discuss their assessments.

Our managers approve the final decisions.

If we offer you a grant

If we offer you a grant we need you to confirm what you told us in your application before we will pay the grant to you. This means that our grant offer is conditional on you and a senior contact from your organisation signing and returning our offer letter and accepting our terms and conditions of grant. Both signatories must be over eighteen years old and the senior contact must be your chair, secretary, treasurer, chief executive or head teacher.

You will also need to send us some documents that allow us to check how your organisation is run. We explain this in more detail on page 18.

You must return everything we have asked for within 20 working days from the date of our offer letter, otherwise we will withdraw our conditional grant offer (although we may agree a short extension if you contact us before our deadline and there is a good reason).

You cannot start the development of your idea until we have received, checked and approved the signed offer letter and any other documents we ask for.

Confirming our grant

If what you send is satisfactory we will write to you within 10 working days of receiving it, telling you when we will pay the grant and announce it to the press and media. You can then start work on your idea.

Withdrawing our offer

If what you send is unsatisfactory we will contact you if we think you may be able to resolve the problem. If there is a major problem or something that cannot be resolved, we will withdraw our conditional grant offer and write to you telling you the reasons why. You can send us a new application but before you do, you must address the reason why we withdrew our grant offer.

We will assess any new application on its merits, in competition with others, so it may not be successful.

Monitoring your grant

If we fund the development of your idea we will need you to complete an end of grant report to confirm how the grant has been spent and what you have achieved.

We may ask you for original receipts so make sure you keep them.

We may also visit or call you to check how the grant has been spent.

Applying again

Your organisation can receive £10,000 for each idea you want to develop. You can hold more than one grant at any one time for different ideas. However you can only have one application in assessment at any time.

If your project is already being delivered, Investing in Ideas will only fund the development of an idea that will take this project in a new direction.

What we will ask you to send us

Before you apply, make sure you can provide the following information if we make a conditional grant offer.

Please do not send it with your application.

We will confirm what we need from you in our offer letter and will include a checklist.

What we will ask for depends on the type of organisation you are.

Voluntary and community organisations and community councils

- ▶ We will need a copy of your organisation's latest approved annual accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner, where appropriate. If your organisation has been running for less than 15 months, you may not be able to give us this so in these cases we will accept a 12-month financial projection for the year when you will spend the grant.
- ▶ We will send you a 'bank or building society details form'. You will need to ask your bank or building society to complete it, to verify your account. Your bank may charge you a small amount for this, which you cannot reclaim from us.
- ▶ We will need three consecutive pages of original bank (or building society) statements. Depending on the number of transactions, these may cover one, two or three months but the most recent page you send must be less than three months old. If you use a building society passbook, we will need copies of three consecutive pages from your passbook, which have been certified by your building society with a stamp and signature as 'true copies of the original'. The pages you send must include your most recent transactions and your account details.

- ▶ Unless you are a community council, registered charity or a company limited by guarantee (or a registered charity that is also a company limited by guarantee) we will need a copy of your organisation's governing document, constitution or set of rules.
- ▶ If you are a branch of a larger organisation that has management and financial control over your work we will need a letter, signed by a senior officer from the larger organisation, confirming their support for your application and accepting overall responsibility for it.

Schools

- ▶ If your school has its own bank or building society account we will need an original statement that is not more than three months old, or a copy of the most recent page from your building society passbook that is stamped and certified by them as a true copy of the original.
- ▶ If your school uses a local authority bank or building society account we will need a letter signed by a senior officer in the local authority with details of the account the grant will be paid into and confirmation that our grant will only be used for the idea described in your application.

Statutory bodies

We will need a letter signed by a senior officer from your organisation with details of the bank or building society account the grant will be paid into and confirmation that our grant will only be used for the idea described in the application.

Our bank or building society account requirements

You must have a UK based bank or building society account in the name of the organisation that is applying.

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 need written confirmation from your bank or building society that these people cannot authorise payments together.

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

We may ask you to open a new and separate account that will only be used for our funding. If you have had a Big Lottery Fund grant before and we asked you to set up a separate account, you must also use this account for an Investing in Ideas grant.

New organisations

If your organisation has been running for less than three months we will need all the original statements you have received from your bank or building society (or certified copies of all the pages from your building society passbook that have transactions on them).

We will also need an original letter from your bank or building society showing your account details and when the account was opened.

Internet bank or building society accounts

If your organisation uses an internet account we still need original, paper statements. You will need to ask your bank or building society to send these to you, as we will not accept downloaded versions.

We will also require at least two people to authorise a payment. If any of the people who can authorise a payment are related or live at the same address we will need written confirmation from your bank or building society that they cannot authorise the same payments.

Customer care

We aim to be efficient, polite and supportive in everything we do. If you think we have treated you unfairly, made mistakes or given you the wrong advice, we have a complaints procedure. You can get this from our website or advice line.

You may be disappointed if we turn down your application but you cannot use the complaints procedure to appeal against our decision if we have followed our process correctly.

Making a complaint will not affect your chances of getting a grant from us and it will not affect the level of service you receive.

If your application is unsuccessful

We consider all applications in competition with each other and we know that you will be disappointed if we decide not to offer you a grant.

If your application is not successful we will write to you telling you the reasons why. Please consider our reasons carefully before deciding whether to apply again.

Since we seldom have enough funds to support all the applications we would like to, if you send us the same application again our experience is that it is also likely to be unsuccessful.

Your time may be better spent seeking funds from other sources. We suggest you only apply again for the same idea if you can make a much stronger case.

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.

Data Protection and Freedom of Information

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

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 consult with you first. If you think that information you are providing may be exempt from release, you should let us know when you apply.

Help and advice

You may have questions about how to apply or plan the proposed work. There are many sources of help and advice.

Call us with any questions you may have on 0300 123 7110 or email us at enquiries.Scotland@biglotteryfund.org.uk

If you have a hearing impairment you can contact us using a textphone on 0141 242 1500.

You can also get help from other organisations, who will give you advice on making a good application, planning your activities or developing your governing document.

We recommend you contact the Scottish Council for Voluntary Organisations on 0131 556 3882 (www.scvo.org.uk) or get in touch with your local Council for Voluntary Service (www.cvsscotland.org.uk).

Your local authority may also be able to advise you. Go to www.biglotteryfund.org.uk for contact details for these organisations, or call our advice line on 0300 123 7110 textphone 0141 242 1500).

There are other National Lottery grant programmes that may be more suitable for your group. For more information on these call the National Lottery Funding Helpline on 0845 275 0000 or go to www.lotteryfunding.org.uk

Businesses that offer help

Some businesses promote their services by telling potential customers about the Big Lottery Fund. They may offer consultancy services or imply that they are acting on our behalf. They might even offer to help you fill in the form if you pay them a fee or deposit.

Please note that our application process is free and we do not think any paid help is necessary.

We do not act with or endorse the services of any supplier or consultant and will not pay any costs, commission or fees that they may charge you to make an application.

You must complete the form yourself and apply directly to us.

Help with governing documents

A governing document sets out in writing how an organisation works. It may be called a number of things, such as a constitution, set of rules or trust deed. It explains what your organisation is set up to do and how it does it.

We need to be sure that the organisations we fund are set up properly and able to manage a grant. Considering an organisation's governing document is one way we do this.

Schools and other statutory bodies are governed by legislation, while registered charities and companies are regulated, so we do not need to see their governing documents. However, we need to check other organisations' governing documents to make sure we can fund them.

If we offer you a conditional grant and then find we cannot fund your organisation, we will have to withdraw our offer. So if you are a new voluntary or community group, or have not applied to us before, we recommend you think about whether you may need some help and advice on writing your governing document before you apply.

We have published a 'good governance guide', which explains why the way you run your organisation is important to us. You can get this from our website or advice line.

Case study

Investing in Ideas helps to develop a new befriending project for young people in the Borders



GYP Borders works with vulnerable young people “at risk” aged 10-18 years who particularly struggle with everyday situations. Many of these young people have little confidence and low self-esteem and have developed barriers to protect themselves.

The group identified a gap for services aimed at young people changing from primary to secondary school or from secondary school into employment.

GYP Borders received £6,975 in 2008 from Investing in Ideas to carry out a project that focused on three key areas: evaluation of past work; talking to parents, carers and other agencies; and consulting the service users themselves. Funding was used to carry out a feasibility study which identified that there was a need and a demand for new services, and also established a business plan that collated the identified needs and gave the group a decisive and comprehensive focus for the next four years.

“The benefits for us were that we were able to have professional support from a respected agency, we were able to continue to deliver our service, and we did not have to use our own staff resources to carry out the work. It provided us all with an opportunity to reflect on our achievements to date and consider how we could move on.” Marion McIlwraith, GYP Borders said “The project confirmed for us that we had a robust framework and gave us the impetus to move forward into new areas of service delivery.”

The group went on to apply to the Big Lottery Fund for this new project, Chance 4 Change, and were awarded £491,164 in 2009 for the four-year project through the Life Transitions investment area.

Key Facts

Grant recipient: GYP Borders (Giving Young People and Families Support)

Project title: Chance for Change – young people leaving school

Amount awarded: £6,975

Date of award: April 2008

Location: Scotland

Grants programme: Investing in Ideas