



## Application guidance notes



### Welcome to Millennium Now

Thank you for your interest in Millennium Now. These guidance notes are for organisations across the UK that want to apply for a grant from the Millennium Now programme. The guidance will help you understand the application process and give you key information about the programme.

Before you start filling in the Millennium Now application form, you should read this guidance very carefully and also read our questions and answers at [www.biglotteryfund.org.uk/mnow](http://www.biglotteryfund.org.uk/mnow)

### Contacting us

If you have questions about how to apply please visit the Millennium Now pages of our website [www.biglotteryfund.org.uk/mnow](http://www.biglotteryfund.org.uk/mnow)

You can also contact us by:

Phone: 0845 4 10 20 30

Email: [mnow@biglotteryfund.org.uk](mailto:mnow@biglotteryfund.org.uk)

If you have a hearing impairment you can contact us using a text phone on 0845 6 02 16 59.

We can supply this publication in other formats, such as large print or audiotape. We will also try to help with other communication needs, such as sign language or a community language, Braille and Welsh. Just let us know how we can help you when you contact us.

## Millenium Now application guidance notes

### Further copies available from:

Email [mnow@biglotteryfund.org.uk](mailto:mnow@biglotteryfund.org.uk)

Phone 0845 4 10 20 30

Textphone 0845 6 02 16 59 (this is for those with a hearing impairment)

Our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

### Accessibility

Please contact us to discuss any specific communication needs you may 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 three values that underpin our work: making best use of Lottery money, using knowledge and evidence and being supportive and helpful.

You can find out more about us, our values and the funding programmes we run by visiting our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

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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# About the Big Lottery Fund

The Big Lottery Fund (BIG), the largest distributor of National Lottery good cause funding, is currently responsible for giving out around 46 per cent of the money raised for good causes by the National Lottery. Our mission is to bring real improvements to communities and the lives of people most in need. We want Lottery money to be used to make big changes for communities through the fair and open funding of people, projects and programmes, with a particular emphasis on tackling need for those most disadvantaged.

Millennium Now is just one of our grants programmes. If you are a UK-based organisation seeking funds for projects in the UK, you can find out about our programmes by visiting [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or you can telephone the Big Advice Line on 0845 4 10 20 30 (or textphone 0845 602 1659 for those with a hearing impairment).

There are other organisations that give Lottery grants as well as the Big Lottery Fund. You can find out about these by visiting [www.lotteryfunding.org.uk](http://www.lotteryfunding.org.uk) or you can telephone the Lottery Funding helpline on 0845 275 0000 (textphone 0845 275 0022).

# The application process flowchart

You read these guidance notes to understand the eligibility, aim and criteria for Millennium Now.

You go to our website and complete the eligibility questionnaire and, if you are eligible, a briefing event booking form by Wednesday 9 November.

You attend a briefing event on either 17, 18, 21 or 22 November.

You complete and send us your application form by 2pm on Tuesday 13 December 2011.

We will review your application to check it is complete and eligible. If any of the project types are significantly over-subscribed we will undertake an initial assessment.

We will tell you by the end of January 2012 if your project has passed this initial assessment. If your project progresses, we will ask you for annual accounts and bank statements and undertake a full assessment. If you are applying for capital funding there will be some additional assessment requirements.

You will be asked to make a short presentation to our committee in March 2012.

The committee will decide which applications to invite to the next stage and invite them to submit a business plan (and capital project delivery plan if it is a complex capital project). We will let you know their decision by the end of March 2012.

If you are invited to the next stage we will send you the business plan guidance notes and if relevant the capital project delivery plan guidance notes. We may offer you a development grant.

You read the guidance notes, write and submit your business plan/capital project delivery plan.

We aim to assess your completed business plan / capital project delivery plan and let you know if you are awarded a grant as soon as possible but by no later than October 2012.

You must start your project within six months of being awarded a grant and complete the project within two years.

# 1. Introducing Millennium Now

When the Millennium Commission wound up in 2006, BIG took over its responsibilities for ensuring that assets continued to be used for the public good as well as managing the winding up of its grant programmes. The Millennium Now report was subsequently commissioned by BIG to look back at all the different ways in which these projects have driven change and to also look forward by starting a national debate about a new programme of projects, Millennium Now, which will build on this legacy.

Public involvement is at the forefront of this new programme. Through Channel 4's (C4) Big Decision people from across the UK told us where they wanted £10 million of Lottery funding to go. We took this feedback and combined it with the results of an Ipsos Mori poll of 2,000 people from across the nation to help us decide the five project types Millennium Now will fund. These project types are:

- helping disadvantaged families to be healthy and live well
- helping different generation to share their skills with each other
- getting communities volunteering to address environmental issues
- bringing communities together to tackle local issues
- helping disadvantaged young people to learn new career-based skills.

Details of the types of project that the public wish to see can be found in Section 3, on page 10

Now that the public have voted and the five most popular types of project have been identified, BIG is seeking creative proposals from key players across the UK. Ultimately five grants of up to £2 million will be awarded.

In order to showcase to the public how their decision has led to real funding for the causes they value most, C4 will follow the distribution of Lottery funds, from asking the public to make the 'Big Decision' on where they would like to see money spent, to distribution of funds. These journeys will form the backbone of a series due to air in late 2012.

The five successful projects will need to open their doors to C4, and work together with BIG and C4 to ensure the filming captures the journey in an engaging and representative manner. We will need applicants to sign up to confidentiality agreements as part of this process.

## **Millennium Now programme outcomes**

Outcomes are the changes we want to bring about as a result of your project. BIG is looking to fund projects that will achieve all three of the following programme outcomes in addition to specifically meeting one of the Millennium Now project types:

- creating stronger connections between people and communities
- developing creative projects that have UK-wide relevance
- communities are involved in designing and delivering projects.

## 2. About the programme

### Who can apply?

We are seeking applications from UK-based registered charities (or, in Northern Ireland only, organisations recognised by HMRC as exempt for tax purposes). Applicant organisations must have also successfully completed a similar £1 million (or greater) project within the last two years or show significant expertise and experience in similar projects and clearly evidence their ability to manage a larger project.

We expect to receive far more applications than we have funding available, and will only be able to fund a small number of high quality projects. For this reason we will only accept one application per organisation.

We will not normally make grants to organisations that are applying on behalf of other organisations. The organisation applying for a grant must be the same organisation that will receive and be responsible for the funding.

### Briefing Event

If you're thinking about applying to the programme, then you must attend a briefing event as further confidential information about the programme – relating to the filming of your organisation and its staff, the filming and interviewing of project beneficiaries and the need for the development of the business plan to be carried out whilst being filmed by TV cameras – will be provided, together with information on the need for confidentiality within your organisation, the sector, your beneficiaries and the general public. We will be holding four events:

- ▶ **London** – Thursday 17 November 2011
- ▶ **Birmingham** – Friday 18 November 2011
- ▶ **Glasgow** – Monday 21 November 2011
- ▶ **Belfast** – Tuesday 22 November 2011

To book your place, go to [www.biglotteryfund.org.uk/mnow](http://www.biglotteryfund.org.uk/mnow) and complete the eligibility questionnaire to see if your organisation and project is eligible to apply. If you are, you will be able to complete a briefing event booking form. Attendance is conditional on the signing of a non-disclosure agreement (NDA) on behalf of your organisation.

**You must complete a briefing event booking form by Wednesday 9 November.**

We will consider the information you have provided and let you know whether you have been invited to an event by Friday 11 November 2011. At this point we will ask you to sign an NDA relating to aspects of the programme.

## 2. About the programme

### How much we will fund

The Big Lottery Fund will invest up to £10 million in the Millennium Now programme.

We expect to provide five grants of between £1.5 million and £2 million each. Projects may apply for funding for up to two years. We expect all projects to complete within two years.

We expect successful applications to be for creative and inspiring projects with UK-wide appeal, which offer good value for money.

### What we will pay for

On this programme, we must be the majority funder and will contribute up to 100 per cent funding towards your project. This can include eligible revenue and capital costs essential to the delivery of the project.

If your organisation wishes to provide a small amount of additional funding or in-kind support, this is fine but it cannot be more than 10 per cent of the total project cost. In order to limit the risks associated with any match-funding falling through, which will impact on your ability to deliver the project to our timescales), any funds you are contributing must be secured before applying at stage one.

It is important to show that the project will have a lasting legacy, and to this end you may wish to seek future funding from other sources. This should be unrelated to the initial success of the project. Our funding, if your application is successful, should be sufficient to deliver the project.

There are certain things which our funding should not be used for, which are listed below as ineligible costs:

- costs incurred or expenditure committed, before we make you a grant
- any costs which someone else is paying for, in cash or in kind
- items that are not needed to deliver the programme outcomes
- travel outside the UK
- funds to build up a reserve or surplus, whether distributable or not
- loans or loan repayments
- contributions to general appeals
- routine repairs and maintenance
- general improvements to public areas unless they are essential to the overall project
- personal equipment not essential to delivering the project
- maintenance equipment, fixed or loose equipment or office equipment which is not essential to the project.

While we welcome applications from religious organisations, we do not fund religious activities. We also do not fund political activities.

BIG funding should be distinct from Government funding and add value.

For help in completing your budget and in working out your overheads, please refer to our guide on 'Full cost recovery' on our website.

## 2. About the programme

### Development funding

If you are invited to stage two, you will be asked to submit a business plan and, if your project has a high value or complex component, a capital project delivery plan. Development grants of up to £50,000 are available to all applicants invited to stage two to help you develop the project to meet the stage two requirements. This should assist you to achieve the RIBA Stage E – Technical Design standard. We would expect projects without complex or high value capital components to require no more than £25,000.

The development grant:

- can be used to develop your business plan
- can be used to develop your capital project delivery plan (if relevant)
- is not obligatory, you may be able to start delivering your project sooner without it
- does not guarantee that your stage two application will be successful.

For projects with a high value capital component, development costs can include:

- feasibility Studies
- site investigations for example surveys required to satisfy local planning requirements, ensure building regulation requirements are complied with and to inform the design and cost management process. These may be any of the following (not exhaustive); soil investigation, structural survey, condition survey and asbestos surveys etc
- access audits for example a survey to assess what works are required to ensure compliance with the Equality Act 2010 and Part M of the Building Regulations
- design development for example costs associated with the appointment of the project team (Architect, Project Manager, Structural Engineer, Quantity Surveyor, Services Engineer, CDM Co-ordinator etc)

- statutory consents for example costs associated with submitting any applications, where applicable, for planning consent, listed building consent, conservation area consent, building regulations consent etc
- capital project cost planning for example costs associated with commissioning a suitably qualified consultant to establish the project budget and monitor and update through to capital project delivery plan submission
- procurement and capital project management plan for example costs associated with commissioning the project lead consultant to develop a project management plan to establish key project strategies and control procedures to manage the capital project effectively.

If you require a development grant, you should include these costs in your budget. We will use the information you give us in your stage one application to decide whether to award you a development grant and to what level of funding.

### VAT

You may need to pay VAT on purchases you make as part of your project. As we are not able to add VAT to grants once they are awarded, it is important that you know whether or not your organisation can claim back VAT from HM Revenue and Customs. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs. You are urged to consult HM Revenue and Customs to discuss your case. Their helpline is open 8am to 8pm Monday to Friday 0845 010 9000 and their website is [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

# 3. The five Millennium Now project types

Millennium Now is all about public involvement. Through an Ipsos Mori survey and a feedback forum on the Channel 4 website, the public have told BIG about the types of projects which they think would reflect what's needed in 2010-2020, selecting their favourite issues from a list of themes and questions and by leaving comments and suggestions.

BIG has taken the feedback together with the poll results and combined the public's opinion with policy thinking to help us formulate five different 'project types'.

We are now looking for applications that fit each project type. Your application will be judged on how well it tallies with these project types and how innovative your organisation's suggested solution is. The project types have been deliberately left as non-prescriptive as possible so that there is plenty of scope to show how your organisation's proposal offers a creative and innovative solution – we want to see fresh thinking and new approaches.

## **Project type 1 – Helping disadvantaged families to be healthy and live well**

We are looking for projects that focus on enabling parents to help their families make more informed lifestyle choices, through practical learning about food, nutrition, play and exercise. This will improve their parenting skills and the health and well-being of their children.

## **Project type 2 – Helping different generations to share their skills with each other**

We are interested in projects that will create new or stronger links between older and younger people, by providing opportunities for them to share their skills, knowledge and experience. This will enable both groups to develop a wider range of interests, which may lead to reduced isolation, improved social lives and better employment opportunities.

## **Project type 3 – Getting communities volunteering to address environmental issues**

We'd like to support environmental projects that will help reduce the isolation experienced by people with disabilities, special educational needs or mental health problems. By taking part in green activities such as recycling, growing or conservation work, these people will have more opportunities to be involved in the wider community.

## **Project type 4 – Bringing communities together to tackle local issues**

We want to fund projects that will bring together different cultural groups through new activities that help to break down barriers and tackle issues or problems that affect them. This will lead to stronger and more active communities with shared interests and greater understanding.

## **Project type 5 – Helping disadvantaged young people to learn new career-based skills**

We are looking for projects that will help 16-25 year olds who have had problems in their lives gain work, training or education opportunities. Young people who have experienced homelessness, gang involvement, substance abuse, physical or mental trauma, will be supported by local businesses to improve their life chances.

# 4. Capital funding

Millennium Now will fund revenue and capital projects. We will provide capital funding towards the cost of acquiring and developing the assets which are required to deliver the project's outcomes. Capital funding is not for costs associated with running your project.

Projects which have a greater capital complexity or value will be subject to additional assessment and monitoring procedures, and will be assessed differently. Question 3.5 of the application form includes a capital complexity checklist which determines how we will assess any capital aspects of your project.

The capital guidance contained in this section, and in Appendices A and B, is particularly important for applicants with complex or high value capital aspects to their projects. We deem projects to have complex or high value capital aspects if they answer 'Yes' to any of the questions under 3.5 Project Complexity.

## Eligible capital

The programme will fund the purchase of vehicles, the construction of new facilities or the refurbishment and extension of existing capital facilities. The programme will also fund the transfer of:

### ► Buildings with, or without, associated land.

We will only accept proposals for the transfer and development of buildings that will be available to the wider community. The assets will need to have the potential to generate income for additional community benefit and/or be central to the delivery of a range of key services that support community life.

Or

### ► Land only:

Any land transferred will need to have an end use. This might include an opportunity for development of forestry and nature reserves, ecotourism, localised food production or localised energy generation. In addition to the transfer of the asset, funds are available to develop an existing asset or construct a new building. Your application should clearly demonstrate which is most appropriate for your project.

The priority should be to ensure that you end up with a genuine asset that is economically viable in the long term and which benefits the community. The development of the asset should be carefully planned to reflect the needs of the community who will use it.

## What capital costs will we pay for?

The following lists give you an idea of the type of expenditure that we can and cannot pay for. They are not exhaustive, and when we assess your application we may want to discuss this in detail, or include or exclude some items. Eligible capital expenditure includes:

- development costs (this funding is available to help your project meet the requirements of the capital project delivery plan in stage two (see page 9 for further details))
- the purchase of freehold or leasehold land and buildings (any lease must have a 20 year term as a minimum, no break clause and be assignable to a similar third sector organisation, the minimum numbers of years remaining on the lease is calculated from either the date you buy the land and buildings or the date of the practical completion of the building work whichever is the latest). Please note that although this is an eligible cost we would be concerned if the majority of the budget was used for the purchase of a lease or freehold as it would be likely to compromise the programme's key criteria for UK-wide relevance, sustainability and innovation
- building and engineering works (refurbishment, modernisation or conversion) required for the delivery of the project extensions as part of a wider project, where you can demonstrate that it is intrinsic to your project new build costs
- plant and equipment necessary for running the project
- purchase of equipment or fixtures and fittings that are linked to the land or building
- professional and legal fees associated with the capital element of the project for example the legal costs incurred by you such as Certificate of Title and Legal Charge. You must consult your own solicitors for their advice and estimates

## 4. Capital funding

- a contingency sum of around 10 per cent of the total capital project costs
- VAT on eligible capital expenditure where appropriate (contact your local VAT office for advice)
- the purchase of minibuses or other forms of transport.

### **Ineligible capital expenditure includes:**

- costs incurred in developing your stage one application
- costs incurred or spending committed before we make you a stage two grant (that are not eligible as part of the development grant)
- any costs which someone else is paying for, whether in cash or in kind
- routine repairs and maintenance (although these costs can be included in the revenue budget)
- general improvements to public areas unless they are essential to the overall project personal equipment not essential to delivering the project
- maintenance equipment, fixed or loose equipment or office equipment which is not essential to the project
- the purchase of a leasehold of less than 20 years.

### **We will not fund:**

- single use assets (for example a football pitch that will only be used by a specific football club)
- assets that have already been transferred to a third sector organisation
- substantial demolition and rebuilding of an asset unless it can be demonstrated that this is the most appropriate option for your project
- housing only developments
- assets belonging to private sector organisations
- projects purely associated with increasing disability access
- extensions from short-term lease arrangements to long-term lease arrangements (this excludes licenses for less than 12 months).

**Whilst it is not a critical factor in the assessment of your application, we expect that any new builds will aspire to a recognised quality measure, such as Building Research Establishment Environmental Assessment Method (BREEAM) excellent standard.**

### **Freehold and leasehold transfer**

We will offer a flexible approach to asset transfer, allowing either freehold purchase or leasehold transfer, as required. However, should you wish to manage and develop a leasehold asset, you must demonstrate why this is the best option for the community, whilst still achieving the outcomes we have set out for Millennium Now.

Whilst we will consider proposals for the transfer of assets at full market value, this programme seeks to encourage transfers at lower rates. Therefore, projects must try to incorporate transfers at nil cost, or significantly below the market value. Projects that can demonstrate this will be prioritised during assessment. However, this will not be assessed in isolation, but within the context of the whole project business plan and the evidence of long-term economic sustainability. For leasehold transfer, consideration should be given to establishing peppercorn rent arrangements.

# 5. What happens next?

When we receive your application form, we will check that you have sent us everything we asked for. We will also check that we can fund your organisation and project by carrying out an eligibility check.

## **Initial assessment**

If the programme is highly oversubscribed, a scoring exercise may be undertaken at the discretion of the Big Lottery Fund. This will involve applications being numerically scored and ranked in comparison with other applications, based on what we feel makes a good Millennium Now project.

In particular we will look at:

- whether the project is viable and deliverable within the timescale
- how relevant and accessible the project will be to people in all four countries in the UK
- how viable the plans for the sustainability of the project are.

Only the strongest applications will proceed to full assessment.

## **Stage one**

### **Full assessment**

If your project proceeds to full assessment we will contact you to request details of your bank or building society account using a form we will provide and a copy of your most recent approved accounts (or projections if you've been running less than 15 months). We will then carry out an assessment of your project and grade your application, using the information provided in your application form, against the following criteria:

- its fit with one of the five project types (see page 10)
- how well it addresses the Millennium Now programme outcomes
- its UK-wide appeal or relevance
- how well beneficiaries have been involved in its design and delivery
- whether it is deliverable within the programme timescale
- the viability of the plans for its sustainability.

We will contact you to discuss your project and arrange an assessment visit. You will need to have a contact person we can talk to. They must be able to talk about the project and provide further information if necessary, for example, a more detailed budget breakdown.

### **Decision**

After your project has been assessed your application will be put before the Millennium Now committee. You will be asked to give a short presentation to help them decide which proposals we should invite to submit a business plan (and capital project delivery plan for capital projects).

We aim to tell you our decision by the end of March 2012. We will write to you with our decision and tell you if you have been offered a development grant and invited to submit a business plan. If we decide not to invite you to submit a business plan we will tell you why.

## **Stage two**

### **Business plan**

If we decide to invite you to stage two, you will have four months, from the date we notify you, to prepare a detailed business plan. We will send you additional guidance to help you with this. Note that you can submit it at any time before your four month deadline and we would encourage you to do so as soon as you are ready. Please note that you will be required to attend the Millennium Now Committee, potentially to make a short presentation and respond to questions about your project and the business plan. If you are invited to stage two we will give you further details of the requirements and the date. Attendance will be compulsory.

### **Capital project delivery plan**

If we decide to invite you to stage two and your application includes a capital grant of £100,000 or more, you will have six months from the date we notify you to also prepare a detailed capital delivery plan. The project should then be to RIBA Stage E – Technical Design standard. We will send you additional guidance to help you with this. Note that you can submit it at any time before your deadline and we would encourage you to do so as soon as you are ready.

## 5. What happens next?

### Reserve List

Some applicants may be invited to a reserve list in the event that any of the projects we invite to submit a full application choose not to, are unable to meet our quality standards during assessment or are unsuccessful for any other reason. We will explain this in more detail if this affects you.

### Welsh Language Scheme

Under Big Lottery Fund's Welsh Language Scheme, projects in Wales are required to demonstrate how they are accessible to Welsh speakers. Projects in Wales will also be required to comply with the requirements of the Welsh Language Act 1993.

Further guidance on these requirements are available in Big Lottery Fund's Welsh Language Scheme at [www.biglotteryfund.org.uk/welsh](http://www.biglotteryfund.org.uk/welsh)

### What happens if you are awarded a grant?

If you are awarded a grant you will have to accept our terms and conditions. You will be accountable for the grant. This means that even though you may subcontract some of the work, you are responsible for ensuring that the project is delivered, the project outcomes are met within agreed timescales and budget and in line with the terms and conditions. A copy of the standard terms and conditions for the Millennium Now programme is available on our website. Please read them to make sure you will be able to accept them as they also contain our requirements around filming and broadcasting.

Once you have formally accepted the grant offer, we will send you a post award guidance pack that will explain our grant formalities.

### State aid

Public funding for organisations carrying out commercial activities, even those with charitable status, is governed by the European Commission's 'state aid' rules. In developing your application, it is important that you consider and, if necessary, take advice on state aid regulations. In addition if, when we assess your application, we think that there is a possibility that the level of grant requested may not be in line with state aid rules, we will contact you for further information about your plans and to discuss our concerns.

### Statutory obligations

You will be required to meet your obligations under the legal requirements of the country in which the project is situated. For example: recipients should ensure that building projects fulfil the requirements of the Equality Act 2010. Other areas to consider include health and safety regulations, data protection, human rights legislation and any language acts.

We suggest you seek advice from either your own advisor or the relevant Government agency.