

Big Lottery Fund

Programme Guidance notes: Stage one Community Buildings



Community Buildings: Stage one

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Textphone 0845 602 1659

Our website www.biglotteryfund.org.uk

Accessibility

Also available upon request in other formats including large print.

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.

Big Lottery Fund is the joint operating name of the New Opportunities Fund and the National Lottery Charities Board (which made grants under the name of Community Fund).

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Awarding funds from

The National Lottery®

This guide is for organisations that want to apply for a grant from our Community Buildings programme.

It will help you understand the application process and provide key information about the programme. Please read this guidance carefully before you complete the application form.

If you have questions (for example about how to apply or plan your project or how to draw up a governing document or accounts) there are many sources of advice and help. We have a list of helper organisations in your area on our website, which you can find on the pages for your region.

If you or your main contact have any particular communication needs, please call us on 0845 4 10 20 30 (textphone 0845 602 1659, this is for those with hearing impairment) or email us at general.enquiries@biglotteryfund.org.uk.

Many thanks for your interest in our Community Buildings programme, and good luck with your application.

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About the Big Lottery Fund

The Big Lottery Fund distributes half of the money that the National Lottery raises for good causes. We want to use Lottery money 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 more information on this, please read our enclosed 'Mission and Values' booklet, or refer to our website.

We are committed to bringing real improvements to communities and the lives of people most in need.

The Community Buildings programme is just one of our grants programmes. You can find out about our other programmes by visiting www.biglotteryfund.org.uk or you can phone the BIG Advice Line on 0845 4 10 20 30 (textphone 0845 602 1659) or email general.enquiries@biglotteryfund.org.uk.

Other organisations give Lottery grants as well as the Big Lottery Fund. You can find out about these by visiting www.lotteryfunding.org.uk or you can phone the funding hotline on 0845 275 0000 (textphone 0845 275 0022).

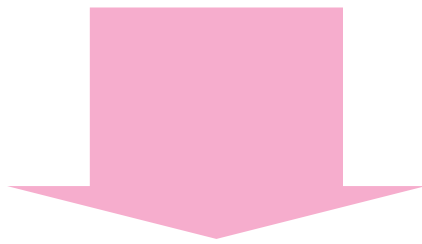
Please note, where we have included links to external websites, we are not responsible for their content.

The application process

What we will do



What you must do



So you have come up with a good idea...make sure you use this booklet.



Send us your stage-one application between 11 July 2006 and 30 April 2007. You can only submit one application.

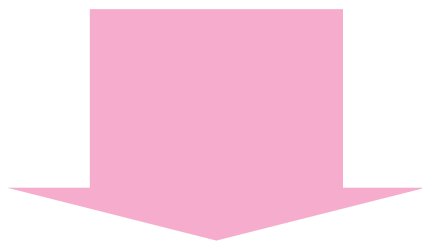


We will assess your stage one application and let you know our decision within six months. If you submit a complete application by:

- a) September 2006, we aim to give you a decision by January 2007.**
- b) November 2006, we aim to give you a decision by April 2007.**
- c) 30 April 2007, we aim to give you a decision by August 2007.**



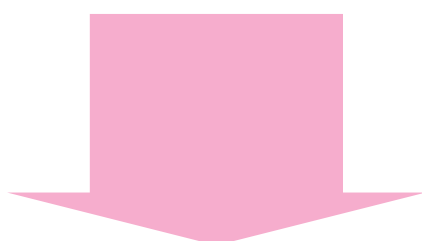
If we invite you to make a stage two application, we will tell you whether or not we are offering you a development grant and we will send you a stage two application form.



Send us your stage two application within nine months of stage one decision.



We will assess your application and let you know our decision within six months of receiving a complete stage two application.



If you get a grant, start your project within six months.

Part one

About Community Buildings

General information

The Community Buildings programme will give communities the chance to improve their quality of life by funding buildings that are economically, socially and environmentally sustainable.

We want to fund community centres, village halls and other community buildings that are a focus for their communities and which house a range of activities and services to meet those communities' needs. We want the buildings we fund to complement other spaces, so that the needs identified by the community are fully met.

We also want to fund buildings that can meet future needs by being well managed, financially viable and by using less energy and creating less waste.

By communities we mean groups of people defined by:

- where they live
- their cultural background
- a common interest.

Through the Community Buildings programme we will make grants to improve, replace or create a range of community facilities.

We will award £50 million across England, from April 2006 to March 2009.

Application process

Applications to the Community Buildings programme will be assessed in two stages. This is so that we can award development grants to those projects that need financial support to develop their project further (please see 'Development funding' on page 7).

Stage one

Stage one applications will be reviewed against the programme eligibility and assessment criteria set out in these guidance notes. At stage one we will consider the need and outcomes for your project and how you will run your building.

We define a project as having:

- a finite and defined life span
- defined and measurable business products, delivered to a specific business case
- a corresponding set of activities to achieve the business products
- a defined amount of resources
- a decision making structure with roles and responsibilities.

We will fund those projects that will bring the maximum benefit to their communities.

Successful stage one applicants may be offered development funding.

Stage two

At stage two, we will give projects a more detailed technical and financial review.

There is more guidance on our technical requirements in Appendix two of this document. We will only invest in projects that will be effectively managed in the long-term to ensure that the building can continue to be a viable asset.

We will give more guidance on the stage two process if you are successful at stage one.

Community Buildings programme outcomes

We want to fund projects that aim to achieve five or more of the following programme outcomes:

- broader access to and greater use of existing services
- greater number and wider range of new services
- better educational and training opportunities
- improved skills, knowledge and capacity to meet community needs
- increased participation by the community in the decisions that affect their lives
- improved community relationships and networks
- community premises that are more financially viable
- premises that use less energy, cause less pollution, create less waste and contribute less to climate change.

When we consider your stage one application we will look at the outcomes for your project. We expect to see clear links between the need you have identified for the activities and services you wish to provide, the outcomes you want to achieve, and your proposals for your community building.

We will ask you to write an options appraisal with your stage one application in which you must consider these issues. There is more help on what to include within the guidance on page 22.

How much will we fund?

Grant amounts

Under the Community Buildings programme we will make grants of between £50,000 and £500,000.

If your project costs more than £250,000, we expect you to raise at least 50 per cent of the amount above £250,000 from other sources.

You can apply for funding of up to £500,000, but we expect that most grants will be for amounts of up to £250,000.

Capital, development and revenue funding.

Community Buildings is mainly a capital funding programme. Capital funding is for those costs associated with building your project, not running it. Although you may apply for development funding and a small amount of revenue funding, we will not make grants which are primarily for revenue costs under this programme.

The combined totals of the capital funding, development funding and revenue funding you apply for must not be more than £500,000.

Further details on what we will fund under the Community Buildings programme are provided on pages 10-13.

Change in costs

You must provide a summary of your project costs in your stage one application. Project costs may change as you develop your project, but if they do, you must explain any changes in your stage two application.

The amount of capital grant that you apply for at stage two must be no more than 10 per cent higher than the amount of capital grant you asked for in your stage one application, unless we have discussed and agreed changes to your plans and project costs.

Revenue funding

We will award up to £5,000 revenue funding to support applicants to get training and advice about managing the building. Revenue funding might also cover the membership fees of joining a helper organisation.

Development funding

If your project is successful at stage one you may be offered development funding of up to £25,000 for your project. This funding is intended to contribute towards the cost of developing your project to meet the stage two application requirements. In addition to funding the costs of professionals required to develop the building element of your project, we expect that development funding might be used to:

- look into the feasibility of working in partnership with other organisations and agencies
- strengthen the management skills and capacity of your organisation
- pay for more community consultation
- get advice about environmentally friendly construction methods and principles.

We will use the information you give us on the application form to decide whether to award you development funding. However, before you receive this funding, we will need to discuss what you will do with this funding in more detail and agree what you will achieve. To receive this funding you will be required to enter into a formal grant agreement with us.

For details of eligible and ineligible expenditure please refer to pages 10-13.

Not all projects that are successful at stage one will be awarded development funding.

Not all projects that receive development funding will be successful at stage two. See 'what happens if you are invited to stage two?' on page 15.

Overheads

You can apply for funding from us towards overheads during building. Please see page 13. Our booklet 'Applying for your project overheads: Guidance for Big Lottery Fund applicants', which is also available on our website, has more information about calculating your overheads and sharing them between your projects.

Project outcomes

We would like to know about the changes that happen as a result of our funding. We call these changes 'outcomes'. In your stage one application, we will ask you to describe the outcomes that you expect your project to achieve. Part of our decision to award you a grant is based on our assessment of the quality of your project outcomes.

The following are examples for information only. Your project may have different outcomes that we want to support. You may want to read through our 'Explaining the difference' booklet for help on writing project outcomes. It also tells you how to collect information to show that you have achieved them. You can find this on our website.

Example

Willow Community Centre

Willow Community Centre serves a diverse neighbourhood including young families, older people, a small ethnic minority population and a number of disabled people. It has a large single storey hall, two toilets, and a small office space with a drinks machine.

The management committee consulted local groups and residents to find out what they want from the centre. They also contacted the local Council for Voluntary Service and the local authority to find out about other spaces, the Community Plan and possible users for the office space. They found strong demand for a variety of services not currently running in the hall; that the lack of a kitchen and the inflexible size of the hall put people off using it; and that some groups were looking for office space.

After working with an architect, the management committee approved a design to introduce room dividers to divide the hall in half or into three or four rooms, to install a kitchen, modernise the toilets, bring the attic into full use and make the facilities fully accessible to disabled people. To reduce running costs, the refurbishments also maximised light, reduced heat loss, and included low water use toilets and energy efficient appliances.

The office spaces are now rented by the Post Office and the local Citizen's Advice Bureau. The building is used most of the day and evening and by a wider range of people. There are also community consultation events every three months, which help the committee plan for the future and where the community can put their views to the council on local services.

Project outcomes

- ▶ People with disabilities and older people now use the hall regularly.
- ▶ There are more services, such as advice services and a parent and toddler group.
- ▶ The community centre has more income and can maintain itself better.
- ▶ The building uses less gas and electricity, creates less waste and costs less to run.
- ▶ There will be more opportunities for the community to tell the hall management about its needs.
- ▶ There will be more opportunities for the community to make their views about local services and local plans known to statutory authorities and others who provide local services or put together local plans.

Eligibility requirements

Who can apply?

Under this grant programme we will only make grants to:

- voluntary and community groups
- parish councils
- church-based faith organisations (please see table on page 25).

By voluntary and community groups we mean groups such as charities, unincorporated associations, not for profit companies, credit unions, self-help groups, social and community enterprises and co-operatives benefiting a community and not simply their own members. If you are a non church-based faith organisation (ie one not listed on page 25) then you are eligible as a community group.

We will not award a grant to:

- individuals
- local authorities (other than parish councils)
- schools or colleges
- NHS Trusts
- learning and skills councils
- organisations whose sole purpose is to make a profit.

If your organisation is not eligible to apply for a grant under this programme you might decide to work in partnership with organisations that can apply. For example, a voluntary organisation might apply for a project that involves working in partnership with a local school.

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
- have large amounts of reserves.

What will we fund?

We will consider funding projects which include:

- the purchase of land and buildings
- improvements to existing buildings through alteration, refurbishment or extension
- new build construction.

By a project we mean a discrete piece of work that is not part of the everyday work of your organisation.

We will only fund one project of capital works at any one site.

We will consider revenue costs associated with supporting you to access training and advice about the ongoing management of your building, including membership costs to a helper organisation. We may also award a development grant for the costs associated with developing your stage two application (see page 11).

We will fund projects that meet at least five of our outcomes:

- have identified and consulted potential users
- have ensured that all potential users have full access to the space
- show awareness of other facilities and services in the area and complement any existing services
- have fully considered all the options that are available to meet the need
- have policies to ensure the use of the building will continue to meet need in the long-term
- are financially viable in the long-term
- minimise their negative impact on the environment
- maximise benefits to the local economy through using local skills and resources

- will involve the community in planning, running and managing the project.

We are more likely to give money to projects that will run activities for those most in need or those that will help to build strong communities where people can do things for themselves, identify the problems they face, and work with others to tackle them. We recognise, however, that your building may host other activities that are valuable to local communities, such as arts and crafts, music, drama and sport. We will also accept your application if you use part of your building to raise income to help with your revenue costs and make your building more financially viable.

We know that there will be a very high demand for funding from this programme, and this unfortunately means that we will have to turn down many good projects. Therefore you may wish to explore other opportunities to get funding for your project. If we feel there is a more appropriate Big Lottery Fund programme, we will let you know at the earliest possible stage.

While we welcome applications from religious organisations, we do not fund religious activities. This means that religious organisations can apply to the Community Buildings programme for a grant to develop buildings that have as their primary purpose the delivery of activities that will benefit the broader community but that are not for religious activities or services. For example a church-based faith organisation may wish to apply to develop a hall in its ownership for community use by groups and residents, not just from their congregation, for a range of activities of a non-religious nature.

We also do not fund political activities.

Funding from the Big Lottery Fund should be distinct from government funding and add value.

What will we pay for?

We can pay for all the eligible costs of the project you want us to fund. These can include capital and revenue costs and overheads. If you are successful at stage one, we may offer you development funding to help you meet the stage two application requirements.

This section outlines the general items 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.

Development, capital and revenue costs

By direct development, capital and revenue costs we refer to the costs you will incur only as a result of the development and delivery of your project.

Development costs

Eligible development expenditure includes professional and other fees/costs incurred in the development of your application through to the stage two requirements including:

- a feasibility study
- site investigations
- access audit
- community and stakeholder consultation
- design development
- statutory consent
- project cost plan
- procurement and project management plan
- business plan.

Ineligible development expenditure includes:

- costs incurred before the submission of the stage one application
- expenditure not relevant to developing your project through to the requirements of the stage two application.

Capital costs

Eligible capital expenditure includes:

- building and engineering works (new build, extension, refurbishment, modernisation or conversion) required for the delivery of the project
- plant and equipment necessary for running the project
- purchase of land and buildings (freehold or leasehold), equipment or fixtures and fittings that are linked to the land or building
- professional and legal fees associated with capital spending on the project.

Unless you are a parish council or church-based faith organisation, and if you are awarded a capital grant of between £50,000 and £250,000, you will be required to put a restriction on the title (registered land) or to enter into a deed of undertaking (unregistered land). If you are awarded a capital grant of over £250,000, you will be required to enter into a legal charge.

If you are a parish council and you are awarded a grant of over £50,000, you will be required to enter into a deed of dedication.

Detailed information is available in section three of this guidance about the level of fees you should provide for but you must consult your own solicitors for their advice and estimates.

Ineligible capital expenditure includes:

- costs incurred or spending committed, before we make you a grant
- any costs which someone else is paying for, whether in cash or in-kind
- 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
- for capital grants of between £50,000 and £250,000, the purchase of a leasehold of less than 10 years
- for capital grants of more than £250,000, the purchase of a leasehold of less than 20 years
- vehicles.

Revenue costs

Eligible revenue expenditure includes :

- recruitment of staff who will work on the project
- training of staff and volunteers working on the project
- monitoring and evaluation of the project
- marketing and publicity for the project.

Ineligible revenue expenditure includes:

- running costs for the building post-completion
- running costs of activities and services taking place in the building
- costs incurred or expenditure committed, before we make you a grant
- any costs which someone else is paying for, whether in cash or in-kind
- items that only benefit an individual and are not needed to deliver the project outcomes
- travel outside the UK
- funds to build up a reserve or surplus, whether distributable or not
- contributions to general appeals.

Overhead costs

By overheads we mean the costs of employees, volunteers, equipment, space and services that partly support the project you want us to fund, but also support your other work.

We may make a contribution towards these. Work out how much support the project you want us to fund needs from the people, equipment and spaces that make up your overheads. Calculate the cost of this support then divide this figure by the percentage of the eligible capital costs you are asking us to fund. In the application you are required to explain how you have worked this out.

Eligible overheads include:

- salaries of human resources, finance, IT and other staff supporting the project (for example, running payroll and servicing computers used by the project)
- salaries of staff, including managers, working on the project, but not exclusively
- salaries of senior management overseeing the project
- meetings of the trustees or management committee
- audit and other legal fees associated with running your organisation
- rent, heating, lighting, maintenance and insurance for office space your project requires or shares with other projects
- rent, heating, lighting, maintenance and insurance for office space used by staff who run your project
- professional fees associated with strategic planning
- fundraising for the organisation
- training staff
- networking and attendance at conferences or partnership work that benefits the project you want us to fund.

Ineligible overheads include:

- costs incurred or expenditure committed before we make you a grant
- any costs which someone else is paying for, whether in cash or in-kind
- overheads of your organisation after the completion of the building work.

Part two

Applying for funding to the Community Buildings programme

This section gives details of the application process including the timetable for the Community Buildings programme. Detailed notes about completing the application form are on pages 26-33.

Programme timetable

Please see the flow chart below for our programme timetable. Dates may change due to unforeseen circumstances. If this affects our decision on your application we will let you know the revised dates.

All projects	
↓	The Community Buildings programme launched on the 11 July 2006. Applicants can request application packs or download them from our website.
↓	Applicants complete and return a stage one application.
↓	Stage one applications are acknowledged within 10 working days of us receiving them.
↓	We check if your project is eligible to apply and assess eligible projects.
↓	If you submit your application before September 2006, we will aim to give you a decision by January 2007.
↓	If you submit your application before November 2006, we will aim to give you a decision by April 2007.
↓	If you submit your application before 30 April 2007, we will aim to give you a decision by August 2007.

Successful stage one	
↓	Development grants may also be awarded. Applicants that do not receive a development grant are sent a stage two application form to complete.
↓	If a development grant is awarded, we agree the details of it with you, the offer of grant is made and the offer letter is signed and returned. We send the stage two application form to you and release the development grant payments.
Stage 2	
↓	Applicant completes development work and returns the end of development grant form within nine months.
↓	Applicant sends their business plan and stage two application form to us within nine months.
↓	We assess the stage two applications. We will contact applicants during this process.
↓	Recommendations are made to the programme committee which will decide to fund or reject projects. You will receive a decision within six months of us receiving a complete stage two application form.
↓	Projects must start within six months of receiving an offer. Grant monitoring and payment of successful grant begins.

The application process

Once you have read these guidance notes you should send us a stage one application form. We sent you this form with these guidance notes.

If you do not have a copy call our BIG Advice Line on 0845 4 10 20 30

The application process for the Community Buildings programme is open and competitive and will include two stages.

Deadline for applications

Stage one applications must be sent to us between 11 July 2006 and 30 April 2007

If your stage one application is successful, you will be invited to stage two. You must send us your stage two application within nine months.

How many applications can be submitted?

You can only submit one application for any one site.

What do we do with stage one applications once we have received them?

When we receive your stage one application, we will check that you have sent us everything we asked for. If you have not, we will write to you and give you four weeks from the date of the letter to send us any missing information. If you do not meet this deadline, we will not assess your application.

If your application is eligible for funding under this programme, we will carry out an assessment of your project and grade your application against the following criteria using the information provided in your application form:

1. The proposed project outcomes meet an identified need and help to achieve the programme outcomes.

2. The organisation can deliver the project well and achieve the proposed project outcomes.

We may contact you to discuss your project. Your contact person must be able to talk about the project and provide further information if necessary, for example a more detailed budget breakdown.

It will usually take us up to six months to assess your application. If it will take longer we will tell you why, and the new timescales.

We will write to you with our decision and tell you whether you are invited to submit a stage two application form and whether you have been awarded a development grant.

What happens if you are invited to stage two?

If we invite you to stage two you will need to develop your project to meet our requirements.

At stage two, as well as submitting a business plan, you will have to provide us with more detailed technical information about your capital project. An indication of our technical requirements at this stage is attached in Appendix two.

If planning permission is required for your project, we will normally expect that this has been approved by the time of the submission of your stage two application. If your application involves changes to buildings on Church of England consecrated ground, we will expect that you have gained "faculty" permission for the works by the time you submit your stage two application.

If we award you a development grant to prepare a stage two application, we will contact you to discuss what you will do with this funding before sending you the development grant agreement. Once this

has been signed and returned, payments will be released and we will send you a stage two application form. You will have nine months to complete the development work and send the stage two application form back to us, together with a business plan in the format we specify. You will also need to report how the development grant was spent and what it achieved. A development grant award does not guarantee that we will fund your stage two application.

What do we do with stage two applications once we have received them?

When we receive your stage two application we will check that you have sent us everything we asked for. If you have not, we will write to you and give you four weeks from the date of the letter to send us any missing information. If you do not meet this deadline, we will not assess your stage two application.

We will assess your completed stage two application and will visit you to enable us to discuss your application in detail. We may use specialist technical advisors to assist us with the assessment of your application at this stage.

We will write to you as soon as possible, and within six months, of receiving a complete second stage application to advise you of our decision. If we decide not to fund your application, we will tell you why.

While the National Lottery raises a large amount of money for good causes, the Big Lottery Fund cannot support every application it receives. The Community Buildings programme has £50 million for grants in England. We expect we will get more applications for good projects than we can support and our grant funding decisions are made at our own discretion. If we decide not to support your application, it does not mean that we do not value the work that you do.

What happens if we award you a grant?

To accept 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 sub-contract some of the work, you are responsible for ensuring that the project is delivered and that the project outcomes are met within agreed timescales and budget, and in line with the terms and conditions. We have enclosed a copy of the standard terms and conditions with this guidance (Appendix one). Please read them to make sure you will be able to accept them.

If you are a church-based faith organisation, the terms and conditions of our grant may also need to be signed by another part of your organisation, and there may be some variations in these terms and conditions of grant. The table on page 25 gives further details of who, in addition to you, must sign the terms and conditions of grant and whether there are variations to the terms and conditions.

All grants for projects involving land and buildings are also subject to the standard terms and conditions for capital grants. The key early requirements of these additional terms and conditions are set out below.

Certificate of title

You will need to provide a certificate of title from your solicitor before we can make you any payment.

You must provide the certificate of title in the form we give you. The certificate of title must be signed by your solicitor, who will be acting under a duty of care to us and will confirm:

- the title
- that all relevant searches have been made and no adverse entries found
- that the title is good and marketable with no easements, restrictive covenants, leases which would prevent full and continuous project delivery throughout the period of the grant agreement.

You should budget within your project costs for the legal fees you will incur providing the certificate of title. We think it is reasonable to include an estimate of up to £500 plus VAT. Your solicitor will advise you on the cost of providing a certificate of title, which should include the search, Land Registry and Companies House fees.

Our security requirements

When we make a capital grant for a project involving land and buildings, we must ensure that the capital assets will be used for the grant purpose for the asset monitoring period. This means we require you to make legal commitments to us to secure the grant purpose. The form these take depends on the amount of grant and the type of organisation receiving the grant.

If your organisation is a parish council or a church-based faith organisation, you must complete a deed of dedication before we can pay you capital grant.

You should budget within your project costs for the legal fees you will incur providing a deed of dedication. We think it is reasonable to include an estimate of up £750 plus VAT. Your solicitor will advise you on the cost of providing a deed of dedication.

If your organisation is not a parish council or a church-based faith organisation and we award you a capital grant of more than £50,000 and less than £250,000, before we can pay you capital grant, you must:

- ▶ register a restriction on the title of the land and buildings (registered land)

or

- ▶ agree a Deed of Undertaking (unregistered Land).

You should budget within your project costs for the legal fees you will incur providing the deed of undertaking or the restriction. We think it is reasonable to include an estimate of up £750 plus VAT. Your solicitor will advise you on the cost of providing the deed of undertaking or the restriction.

If your organisation is not a parish council or a church-based faith organisation and we award you a capital grant of more than £250,000, you will need to give us a legal charge on the land and buildings, before we can pay you capital grant.

You should make provision within your project costs for the legal fees you will incur providing a legal charge. We think it is reasonable to include an estimate of up £1,000 plus VAT. Your solicitor will advise you on the cost of providing a legal charge.

Legal opinion

If your organisation is an unincorporated association and not registered with the Charity Commission, we may need you to provide a legal opinion from your solicitor before we can pay you capital grant.

The legal opinion must be completed on the form we have provided, signed by your solicitor, who will be acting under a duty of care to us. The legal opinion will confirm that your organisation has the powers under its constitution for the project purpose and to sign the legal documents associated with your grant.

You should budget for the legal fees you will incur providing a legal opinion. We think it would be reasonable to include an estimate of up £500 plus VAT. You should take advice from your solicitor on the cost of providing a legal opinion.

Procurement

You will be required to seek at least three competitive tenders for building work unless it is going ahead under a pre-tendered arrangement such as a Public Private Partnership or Private Finance Initiative scheme.

Before we can pay a capital grant to you for building work, you must show that an appropriate procurement process has taken place by providing us with a copy of the completed tender review report. Where building work is being commissioned under pre-tendered arrangements, you must still show that contract costs have been checked to confirm value for money. If you do not intend to accept the lowest tender for the building work you must explain why not and obtain our consent.

Before you enter into a building contract you should confirm that we accept your choice of contractor.

Buying land and buildings

If we award you a capital grant to purchase land and buildings, you will need to send us the following information before we pay you.

- ▶ A letter from your solicitor or licensed conveyancer requesting that we pay grant to the solicitors' client account on order pending completion. This letter should briefly describe the transaction, the estimated date for exchange of contracts, the proposed date that we should pay the solicitors and confirmation that they are acting on behalf of your organisation.
- ▶ A completed certificate of title and legal opinion as explained above.
- ▶ A deed of dedication or deed of undertaking or legal charge as explained above.

Starting your project

If we award you a capital grant, within our grant offer letter we will set out the timetable within which you must meet specific terms and conditions for capital grants. We will also set out the timeframe within which you must start the building work, which will normally be within six months of the date of grant offer. You need to be sure that you are able to do this.

Monitoring your project

You will need to provide us with information at various points in the project so that we can find out what difference our money has made, and make sure that it is well spent. We will expect you to monitor your project during the construction work and for one year after it has been completed. We also encourage you to monitor your project for your own purposes. This will tell you whether your project is working well and enable you to make changes that

will improve your services and provide better value.

We will expect you to tell us about the types of people that are using your project and we will use this information to determine whether our grant programmes are promoting equal access.

Before you start your project we will make sure that you know what information you will need to give us during the life of your grant so that you can plan what aspects of your project to monitor.

Evaluating your project

If we award you a grant, we want to ensure that your project makes a difference. You will also want to know how your project is doing, and how far it is achieving what it has set out to do. We will want to learn from projects and programmes; and we have to account for the money that we have awarded you.

There are various ways that we can do this. We will ask you on a regular basis about project progress, and at the end, we will ask you again about how far you have achieved your aims. We may also evaluate the programme or our funding arrangements as a whole, and may ask you to take part in this wider evaluation.

Self-evaluation is the general name for a process that allows you to record and review your own progress. Doing this has several advantages.

- ▶ You can identify what is working well and what is not working so well for your project, and reasons why. You can then make changes to the way that you run your project so that it achieves even more.
- ▶ You can gather information that will help you report to us and to others about how your project

is performing and what it is achieving.

- ▶ You can identify good practice and help other projects to improve the way that they work.
- ▶ Later in the life of your grant, you can provide more convincing evidence to potential funders about the success of your project, and how you have adapted it to changing circumstances.
- ▶ Setting up a system of self-evaluation is part of good project planning and management.

You are in charge of self-evaluation. You can work with people involved in your project to identify the main issues, how to investigate them, and what to do with the findings.

You may want to do self-evaluation within your project, or you may want to get support and advice from other agencies, or even to appoint a consultant. We are happy for you to budget for this within your grant application, as long as your plans are in proportion to the size of your project.

Good planning will help you to ensure that your project is more likely to achieve what it sets out to do, and to provide you with evidence to seek further funding in future. But you are in charge of the process, and we would not normally ask to see any reports.

For further information about approaches to self-evaluation, please see 'Explaining the Difference' or contact your local BIG office.

Public announcement and acknowledgement

We are required by law to tell the wider public about the grants that we make and, as part of this process, we may want to publicise your project.

Part three

Before you fill in your stage one application form

Before you fill in the application form you will need to have planned your project in detail. We will only make grants to organisations that can show us that they have the capacity to manage them effectively. Your grant comes from public funds and you must be able to account for the money we award you.

Issues to consider before making an application

Ownership of Land and buildings

We require organisations to which we award capital grants for the improvement or construction of community buildings to have security of tenure (freehold or leasehold ownership) of the land and buildings where the capital project will take place.

The form of tenure we require you to hold depends on the total amount of capital grant we award your project:

- ▶ Grants of more than £50,000 and less than £250,000: freehold (registered or unregistered) or a registered or registerable and assignable lease of at least 10 years without a break clause.
- ▶ Grants of more than £250,000 and up to £5 million: registered freehold or a registered and assignable lease of at least 20 years without a break clause.

The minimum number of years remaining on the lease is calculated from whichever is the latest of the date you buy the land and buildings or practical completion of the building work.

Where a building is to be constructed on land that you will lease out, the landowner should grant you a development agreement with an agreement to lease attached. The development agreement will allow you to occupy the land during construction. The agreement to lease will allow you to occupy the

building once the construction is completed.

Establishing the need for the project

The most important part of identifying need is talking to people. This includes talking to the whole range of potential users and beneficiaries, staff, neighbours, local residents and other key stakeholders.

In your Community Buildings application, you must show that you have considered the wider context of the need for the building you want us to fund.

This means you will need to think about:

- the number and the whole range of types of people who will use the building at any one time
- the whole range of activities they will use the building for
- advances in technology that may effect the way in which a service or building is used
- the users' needs when they are in the building, (for example for catering, for storage, for changing)
- overcoming any barriers different types of people have using the building – this could include the distance people need to travel, difficulties in moving about caused by age or disability, language and cultural barriers or barriers arising from other disabilities such as hearing impairments. You should consider whether you need for example a car park, access to public transport from all areas of potential users, disabled ramps, hearing loops and push button door controls.

It is important that you record this information so that you can refer to it when doing your options appraisal or preparing a design brief, and keep it under review if circumstances change.

Options appraisal

An options appraisal is a key part of the planning process for all projects. In your application you will be required to provide us with details of your options appraisal for the project.

Your options appraisal should give details of all the options you have explored, including leaving things as they are, and should cover the following areas:

- the needs that your project aims to meet
- the project's objectives, benefits and outcomes
- for each option considered:
 - an evaluation against your project's objectives benefits and outcomes and the needs it aims to meet
 - the estimated costs (capital and revenue costs)
 - an indication of the timetable for commencement of project delivery
 - a risk assessment
 - your preferred option, and an explanation of why you recommend it.

Reducing the building's impact on the environment

In your stage two application you will need to show how your project has been designed and how it will be managed to ensure that it has a minimal negative impact on the environment. You should think about how to do this in any construction or refurbishment work, and also about ways you can lessen the impact on the environment when the building is being used. Your ideas about this will influence your design brief. You may want to think about:

Using energy efficient materials, appliances, and systems to reduce your use of energy

- if considering a new build could you reuse another building or site?
- are you going to use efficient construction methods that minimise the energy used in material manufacture, transportation and installation?
- will the building project make the best use of natural light available to it?
- have you selected efficient systems that can be controlled to minimise energy wastage and costs?
- have you used renewable energy sources for part or all of the building's energy requirements?
- can rain water be collected to be used for purposes such as flushing toilets?

Insulating your building

- if a new or large building, have you insulated the entire building to standards well in excess of those set by the Building Regulations?

Recycling and using appliances that create less waste

will the facility:

- have access to, and actively make use of recycling facilities
- reduce water usage and make use of water recycling
- maximise the recycling of day to day waste (e.g. from catering and activities in the building) by incorporating on site recycling facilities such as composting facilities and storage for segregated waste
- consider environmentally sound alternatives to soakaways for sewage disposal.

Using non-toxic environmentally friendly materials

- can you source materials as locally as is practical, thereby decreasing the environmental cost of transport?

How do you:

- maximise the use of materials with low environmental impact e.g. materials that are recycled, reused, renewable or unprocessed?
- maximise the use of sustainably produced materials e.g. homegrown or certified timber?
- avoid the use of materials that release CO₂, acid gas or CFC during manufacture?
- avoid materials that release (“off-gas”) toxic chemicals during their lifetime e.g. certain paints, carpets and floor coverings?

High environmental standards for users

- how have you ensured that the building design minimises the use of noxious materials and provides high environmental standards for its users in terms of air quality, ventilation, heating, lighting and acoustics?

Supporting the local community

- how have you ensured the community actively participates in the design and management of the building project?
- how can you ensure that the building is well used and financially sustainable by making sure it can be used by all sectors of the community, both now and in the future?
- can you support the local economy by sourcing materials and employment locally where possible to spread benefits?

For further information on any of these issues

please refer to the Big Lottery Fund’s Land and Building’s guidance (www.biglotteryfund.org.uk/publications.htm)

Other useful resources are:

“Green Guide: Building for a better future” – Waste and Recycling Environmental Ltd (WREN). This guide is a great source of information on sustainable building construction and uses of renewable energy. Available at www.wren.org.uk

“A Practical Guide to Creating a Sustainable Building” – Network 21 Partnership. Though developed for Highlands and Island communities in Scotland, this guide is useful for community building projects anywhere in the country. It guides you through the key stages of developing your buildings project, detailing the issues you will need to consider. www.hie.org.uk

www.sustainability.gov.uk – The Government’s sustainable development website

www.dti.gov.uk – the website of the Department of Trade and Industry, including information on sustainable energy generation, and government grants.

Please note that we are not responsible for the content of external websites.

Management and staffing

We expect you to have adequate structures in place to manage the proposed building work and the ongoing use of the building. The structure will depend on your type of organisation, but it could be a management committee, a sub group, a project board or the management team of a department.

If you are a voluntary organisation, there must be at

least three members on your management committee, one of whom must be at least 18 years old.

Policies and procedures

It is important that you have appropriate policies and procedures to manage the project and that you explain how you will apply these to the project. It is important that you not only have these in place for your organisation and for the building phase but that they are in place to help manage your building.

It is also important that you have procedures in place for handling and managing the project budget. This includes a proper bookkeeping system, regular financial checks and properly prepared accounts. We would expect you to comply with the Statement of Recommended Practice (SORP). For further information on SORP refer to the Charity Commission website at www.charity-commission.gov.uk

Child protection

If you are applying for a project to work with children or young people, we will need to be sure the children and young people you work with will be safe. As a minimum you must have a policy that explains how you make sure of this and that the policy is put into practice. It is your responsibility to have acceptable child protection policies and procedures in place, which the Big Lottery Fund may ask to inspect at any time. NSPCC have produced a step-by-step guide for organisations to safeguard children called Stopcheck. You can download this from their website at www.nspcc.org.uk or buy a copy by calling 020 7825 2775 or 0116 234 7223. We suggest you read this advice to help you develop child protection policies and procedures. There are more sources of help available on our website.

Church-based faith organisations

If you are a church-based faith organisation, our legal requirements may be different from those we require of other organisations. This is because there may be legal relationships between the family of organisations which form your faith that affect how your organisation deals with property. These differences may mean that some other part of the family of organisations that make up your faith holds the title for the property you wish to work on. If this is the case:

- this other part of your organisation will need to sign and accept our terms and conditions of grant if we award you a grant
- the other part of your organisation will need to be aware of your application and support it
- the security of tenure we require will need to be in the name of this other part of your organisation, not yours.

In addition, the way you are established in law may affect the terms and conditions of grant you can accept and the form of planning permission you require. We have specific terms and conditions of grant for these cases. The table below gives a summary.

Other faith organisations

If you are a faith organisation and not on this list, please contact us as we will need to check if there are legal relationships between you and other parts of your faith which would affect our relationship with you if we award you a grant.

Faith	Name of part which makes application	Name of part which holds title to land or buildings	Name of parts which must sign terms and conditions if we award a grant	Name of part which needs to support application	Do we have variations to standard terms and conditions
Church of England	Parochial Church Council	Incumbent of parish OR Diocesan Board of Finance	Parochial Church Council; AND either Incumbent OR Diocesan Board of Finance (whichever holds title)	Incumbent OR Diocesan Board of Finance (whoever holds title)	Yes
Methodist Church	Church Council	Trustees for Methodist Church Purposes	Church Council AND Trustees for Methodist Church Purposes	Connexional Circuit	Yes
United Reformed Church	Church Meeting	United Reformed Church Trust Corporation	Church Meeting AND United Reformed Trust Church Corporation	Provincial Synod	Yes
Baptist Church in Baptist Union of Great Britain	Local Baptist Church Meeting	A Baptist Trust Corporation	Local Church Meeting AND Baptist Trust Corporation	Baptist Trust Corporation	Yes
Roman Catholic Church	Diocese	Custodian Trustees	Diocese and Custodian Trustees	Bishop of Diocese	No

If your application involves works to Church of England consecrated ground you will also require “faculty” permission instead of normal planning permission. You must obtain this from the Bishop of the Diocese responsible for the building and enclose with any stage two application to us.

If your application concerns a building subject to an ecumenical or inter-faith sharing agreement, please contact us.

Application form help notes

This section gives detailed advice about how to approach each of the questions on the application form. Please read these notes carefully before you start filling in your application form and refer to them as you go along. This will improve your chances of success. You must answer each question on the application form and respond to the guidance in these help notes.

Section 1: Organisation details

1.1 Organisation name

Give the name shown in your governing document, for example your constitution, rather than any brand or operating name. This is the organisation that will receive the grant and sign the grant contract if the stage two application is successful.

If your organisation is also known by another title please put this in brackets. For example "The European Children's Trust (known as 'ECT')".

1.2 Organisation address

This should be your registered address. If you do not have a registered address, please tell us your main correspondence address. It is important that you provide the correct postcode, phone number and if you have them, fax number, textphone, and email.

1.3 Related organisation

If you are a branch of, or related to, a larger organization that may have some legal responsibility if we award you a grant, you need to make sure they are aware of your project, and the funding that you are applying for.

If you are a church-based faith organisation, another part of the family of organisations that make up your faith may have some legal responsibilities if we award you a grant. You will need to make sure they

are aware of your project and the funding you are applying for. Please see the table on page 25 for further information. (If you are a faith organisation and not on this list, please contact us.)

1.4 Main contact details for the project

This should be the key person involved in your application. They should be able to talk about your project in detail and be able to supply contact details for someone who has expertise in specific areas, if required. It is very important to us that you provide the correct postcode, phone number and if applicable fax number, and email.

Please let us know if the main contact has any particular communication needs. We have listed some of the most common, such as textphone, but please add to this if necessary.

1.5 Organisation type

We need to confirm that your organisation is eligible to apply to this programme.

You should note that if we award you a grant and you are an unincorporated association not registered with the Charity Commission we may require you, through your solicitor, to provide us with a legal opinion which confirms that under your governing document your organisation has the legal power to deliver the grant purpose.

We need to report how much money we award to each sector. Please tell us which sector your organisation is part of. If you could describe your organisation as a social enterprise, then tick the voluntary and community sector box. If you are not sure, please tick 'other' and we will review this when we receive your application.

We need to confirm that your organisation is eligible

to apply to this programme. If you are an unincorporated association and not registered with the Charity Commission, send us a copy of your governing document (for example constitution, set of rules, trust deed). By “an unincorporated organisation” we mean an organisation that is not a statutory body, a limited company, or Industrial and Provident, Friendly or Mutual Society or any organisation that is not a legal entity.

1.6 Reference or registration numbers

If your organisation has a company or charity registration number, enter it in the relevant box. If your organisation has any other registration number, please specify the number and what it refers to in the box marked ‘other’. You may have more than one, in which case you should include them all. We will check your charitable status and your company registration with the relevant authorities.

1.7 Your organisation’s bank account

All organisations that receive a grant from us must have a bank account in the name of the organisation as shown on their governing document. Cheques must be signed by at least two people who are not related. Tick the ‘Yes’ box if this applies or the ‘No’ box if it does not and send us an original copy of your most recent bank or building society application with this application form. If you have more than one bank account, you should send the statement from the account that will be used to receive payments as long as you have used it before. Alternatively, you should send the statement from your main account.

1.8 Your organisation’s accounts

Parish council

If you are a parish council, we may ask to see your financial records when we assess your application. Please do not send anything now.

Other bodies

If you are not a parish council, you must provide a copy of your most recent approved accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate.

The accounts you send us should not be more than 12 months old. However, we realise that this can be difficult if your organisation’s financial year-end coincides with the period in which you are sending us your application.

If this is the case send us your previous accounts and a copy of your most recent management accounts.

New organisations

If you are a new organisation, you must send us signed and dated estimates of your income and spending for the first year of the grant.

There is further information on our website www.biglotteryfund.org.uk about what format your accounts should be in.

Section 2: About your project

2.1 Project name

We need a short (no more than 10 words) relevant name for your project.

2.2 Project summary

Briefly describe your project including the scope of the proposed capital works and summarising the main services and activities to be provided within the completed facility. It is the activities that are most important.

2.3 Project location

Complete the table to tell us the location of your project and what its postcode is.

2.4 Site ownership

Please tick the relevant box.

2.5 Planning information

Please complete the relevant box.

2.6 Project beneficiaries

Tell us about the people and organisations that will mostly benefit from your project and the needs they have.

Please tell us how many people you estimate will benefit directly from your project throughout the life of your grant.

2.7 Project need

What is the need for your project?

Tell us about the needs your project aims to address.

Tell us about any existing services and activities that your project will accommodate and how your project will add to them or fill any gaps.

Tell us about your users' accommodation needs and what other facilities are available locally.

How have you identified that need?

Include details of how you consulted with your beneficiaries and stakeholders and how you ensured it was inclusive, any research you have carried out and any other evidence you have gathered including any regional or national strategies that support the need for your project. These may include strategies such as the Community Strategy produced by Local Strategic Partnerships, Local Area Agreements or Parish Plans that have been produced by village communities.

Who are the main stakeholders and in what ways do you work with them?

By stakeholders we mean representatives of groups,

agencies or individuals who have an interest in your project. They may represent groups that use the premises now or are likely to in the future.

Identify the key stakeholders, their roles and responsibilities and the commitments they have made to the project.

Explain how the work you have done with stakeholders has helped to identify the most important priorities.

Tell us about any other organisations you have worked with to help develop your project.

Explain how you will maintain these relationships.

2.8 Project outcomes

Briefly describe what difference your project will make by listing up to six proposed outcomes.

Consider what outcomes you aim to achieve and break these down into concise bullet points. Please list no more than six outcomes. You need to ensure that your proposed project outcomes meet at least five of the Community Buildings outcomes. These are listed on page 6.

How will your proposed project outcomes help achieve the outcomes of the Community Buildings programme?

Section 3: Achieving your outcomes and delivering your project

3.1 Options appraisal

Describe the options you considered for delivering your project and the reason you chose this option to meet your need and bring about your proposed outcomes.

Tell us about the options you have considered for

meeting the need you have identified. This should include the option to leave things as they are. Your options appraisal should include:

- ▶ A short evaluation of how each option will allow you to meet the need and deliver the project outcomes.
- ▶ Any risks or benefits associated with each option such as the timetable for commencement of work and any cost implications.

Tell us why you chose this option as the best way to meet your needs and bring about your proposed outcomes.

You should include how your chosen option will help ensure the financial viability of your community building and reduce the environmental impact of using it.

Further guidance about writing your options appraisal can be found on page 22.

Explain what methods you will use to measure and track whether the outcomes are being achieved.

Tell us how you will involve beneficiaries in doing this.

3.2 Project management

How will you ensure that this project is delivered effectively and is well managed?

Tell us how your organisation is managed and how you will manage this project.

- ▶ Explain any experience your organisation has of managing similar projects. Refer to both the building construction or refurbishment project and the future management of the premises.
- ▶ Explain the management plans you have for your project including how you will ensure that you have the right mix of skills and experience to

deliver the project.

- ▶ Include details of the professional team members (such as an architect or project manager) you have or intend to appoint and their relevant experience.
- ▶ Explain any assumptions you have made when working out these requirements.

3.3 Project timetable

The cost and success of a capital project often depends on the time it takes to start it and finish it. Your building professionals should prepare a detailed capital works programme which will enable you to understand the important targets and help your management committee and the lead building professional to manage the design team accordingly.

Your building professionals will normally provide you with a programme in the form of a Gantt chart (or bar chart). The level of detail will vary depending on the size and scope of the project, but in all cases the programme should include, design development, tendering, contract and hand over targets.

At this stage we only need to see a timetable for your building project which indicates the likely timescale for the project. This should include:

- principal feasibility analysis
- design
- planning permission
- start of building work
- completion of building work.

Your project must be ready to start within six months of our offer.

3.4 Equal opportunities

Tell us how the people or organisations that you are

targeting will know that the project exists, how they will have access to the project, and can use the facilities and services provided.

Tell us also how your project and organisation demonstrates your commitment to equality and meets our equality principles, listed in the front of these programme guidance notes. You will need to demonstrate your commitment to equal opportunities throughout your project.

3.5 Project budget

Provide a breakdown of your project costs. The project costs should only include the costs you will incur on the project if successful after a stage two application. The costs you incur between stage one and stage two should be allowed for in your development costs (see section 3.8).

Make sure you read the programme guidance notes, as they will tell you:

- the total amount we will fund
- the total project costs we will consider for this programme
- what revenue and capital costs you can ask us to fund
- what overheads you can ask us to fund
- whether you can ask us to fund any VAT costs
- what legal costs associated with a grant award you should make provision for.

At this stage we expect your costs to be estimates based on comparative information. However you should consider carefully how much your project will cost in total, and how much you need to ask us to fund. Please note that if you are invited to submit a stage two application the amount that you apply for

must be no more than 10 per cent higher than the amount you asked for in your stage one application, unless we have agreed the changes to your plans and budget.

Applicants should ensure that they include within their total capital costs a 15 per cent contingency.

Complete the budget sheet using your own budget headings so that we can see what costs your project will include. If you are invited to submit a stage two application you will need to give us an updated budget. You should not include any costs that you want to pay for with a development grant in this budget sheet.

For help in completing your budget and in working out your overheads please refer to 'Applying for your project overheads: Guidance for Big Lottery Fund Applicants'. There is also information and a calculator on our website which may help you further.

Tell us how you worked out your costs.

Tell us on what basis the project costs have been estimated and any assumptions you have made. Include any assumptions made on VAT and inflation. Tell us whether any of your costs are based on quotations.

3.6 Project funding

Tell us where you expect to get any other funding from, how much that will be, whether it is secured or not and whether it is an in-kind contribution.

In-kind contributions are non-monetary contributions such as volunteer labour, gifts of materials, use of facilities and equipment. To estimate a value for this type of contribution, you may need to come up with some reasonable way of assessing them. For example, the value of the

equipment could be calculated using one of the following methods:

- Identifying the cost of an item of comparable age and condition
- obtaining a valuation from an appropriately qualified source
- using a recognised information source such as a pricing guide for vehicles
- taking the original purchase price and applying normal depreciation rates.

3.7 Value Added Tax (VAT)

We need to know that you have considered your VAT position for your project. When calculating the total cost of your project you should take into account any potential non-recoverable VAT costs that may arise.

If you are registered for VAT, you can apply to us for the cost of non-recoverable VAT only. Organisations not registered for VAT should include VAT costs in their budget. We will consider any application for non-recoverable VAT costs and include the agreed amount in the grant, where appropriate.

If you later find that the costs of your project increase because you have made an error about whether you can recover VAT, we will not increase our grant to cover this.

If we agree to fund the cost of VAT, which you then recover, you will be liable to repay all or some of it to us, based on the following principles:

- ▶ If we have funded all of the recoverable VAT costs for your portfolio, you must refund all of the VAT recovered to us.
- ▶ If we have funded a proportion of the recoverable

VAT costs for your portfolio, you must refund the same proportion of the VAT recovered.

We cannot provide VAT advice so we recommend you contact your local Revenue and Customs office or a VAT expert to find out how much VAT you can recover on the cost of your project.

3.8 Development grant

If your project is successful at stage one and we decide to invite you to submit a stage two application, you may be awarded a development grant up to a maximum of £25,000 to cover costs incurred in preparing a full stage two application.

Use this question to tell us whether you will want a development grant. We will use the information that you give us in this question to assess whether or not we want to award you a development grant, so please ensure that you provide us with realistic and accurate details of how much money you will require, what you plan to do and what you will achieve. We will want to discuss what you will spend a development grant on in more detail before we release any payments.

Fill in the budget sheet using your own headings. For further information on what development costs can be paid for with a development grant see page 11 of this guidance.

If you are awarded a development grant, the information that you give us in this question will form the basis of the grant contract. The main condition of this grant will be that you submit a stage two application form by the agreed deadline. However, you will also have to complete an end of grant form to confirm how the development grant has been spent, what work has taken place and what has been achieved.

You will have up to nine months to deliver the work paid for by the development grant and the stage two application must be submitted within six months of when the development grant is awarded.

You should not include these costs in the project budget section.

Section 4: Finishing your application form

This section will help you to make sure that you are sending us all the documents that we require.

You are able to send your application to us by email, disk or as a hard copy, however section four must be sent to us in hard copy as we need to receive the original signatures.

Make sure that you write the project name in the box provided at the top of section four as this will help us to match your application form with this section if you send them to us separately.

Complete the checklist to confirm that you have completed the application form and that you have sent us all the documentation we require. Please confirm whether you have either sent your application form by email or whether you are sending all the documentation together.

Make sure that you read the Data Protection and Freedom of Information Act statements carefully as your signatures on this form will be taken as confirmation of your understanding of our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and your acceptance that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

Read the declaration carefully and ensure that an appropriate person signs each section of the form. Please note that the independent referee must have known your organisation for at least one year or from its start and must support your application for funding. The independent referee must be someone from the following list:

If you are not a statutory authority your application form must be signed by an independent referee. This must be someone who is completely independent of your organisation but know its work well and knows about the project for which you are requesting funds. They must be willing to comment on your application in writing or verbally to an assessor if requested, and should be easily contactable.

Your referee must be a person with a professional or public position whose status we can check, for example:

- Member of Parliament
- local councillor
- Justice of the Peace
- solicitor
- senior bank official
- chartered accountant
- senior local authority officer, civil servant or other public sector employee
- local authority arts development, sport development, museums or lottery officer
- senior officer from a development agency, for example a rural community council, or a council for voluntary service.
- healthcare professional*
- school teacher*
- social worker*
- youth worker*
- police officer*

If your project is working with children, young people under the age of 18 or with vulnerable adults, your referee must be someone appropriately qualified, for example from the options above marked with an asterisk (*). We may ask for evidence that your referee is appropriately qualified to work with children, young people under the age of 18 or with vulnerable adults themselves. If we are not satisfied with the evidence you provide we may ask you to change your referee, or reject your application.

Your referee must not be someone who will directly benefit if you get grant or:

- a current member of your organisation, a trustee or a member of staff
- related to someone in one of these positions
- formerly (that is, within the last two years) in one of these positions.

Advice and support

You may have questions about how to apply or plan your project. There are many sources of advice and help.

Call or email us with any questions you have. You can call the BIG Advice Line on 0845 4 10 20 30 and email us at general.enquiries@biglotteryfund.org.uk

We work closely with a range of organisations that may be able to help you with your application, such as: councils for voluntary service, community councils and local authorities. To find out who to contact locally, call or email us.

Appendix one – Standard conditions of grant

Definitions

“We” and “our” refer to the organisation receiving the grant bound by these terms and conditions.

“You” and “your” means the New Opportunities Fund operating as the Big Lottery Fund and includes your employees and those acting for you.

The “project” means the project that you are giving us the grant for as set out in our application form and any supporting documents, and/or as varied by the Grant Agreement.

The “Grant Agreement”, which we have accepted and signed, includes and incorporates these standard terms and conditions and the grant award or offer letter together with any other conditions we have agreed.

1. In general

1.1 We will use the grant exclusively for the project. We will hold any unused part of the grant on trust for you at all times, and we will repay any grant (including any unused grant) to you immediately upon demand if any of the events listed in clause 12.5 occur. The term “on trust” means the legal relationship that exists between us while we are using the grant for our project.

1.2 During the period of the grant we will act in a fair and open manner without distinction as to race, religion, age or disability, and in compliance with relevant legislation.

1.3 We will make sure that all current and future members of our governing body, receive a copy of these terms and conditions while the Grant Agreement remains in force.

1.4 We will ensure that at all times while the Grant Agreement is in force we are correctly constituted

and regulated and that the receipt of the grant and the delivery of the project are within the scope of our governing documents, and if asked by you we will provide a legal opinion from our solicitors confirming this.

2. The project

2.1 We will get your written agreement before making any change to the project or to its aims, structure, delivery, outcomes, duration or ownership.

2.2 We will start the project within six months of the date of the Grant Agreement, or if it is delayed, write to you giving reasons for the delay and asking for an extension.

2.3 We agree to make satisfactory progress with the project and complete it on time or within a reasonable period if you have not set a time limit.

2.4 We will not use the grant to pay for any spending commitments we have made before the date of the Grant Agreement.

2.5 We will tell you of any offer of funding for the project from anyone else at any time during the project.

2.6 If we spend less than the whole grant on the project, we will return the unspent amount to you promptly. If the grant part-funds the project, we will return the appropriate share of the unspent amount to you.

2.7 We will acknowledge the grant publicly as appropriate and as practical. We will follow your branding and publicity guidelines at all times. We will acknowledge your support in any published documents that refer to the project, including job advertisements, accounts and public annual reports,

or in written or spoken public presentations about the project.

2.8 We hereby consent to any publicity about the grant and the project as you may from time to time require. You can carry out any forms of publicity and marketing to promote the award of the grant as you see fit. We agree to do whatever you reasonably require in order to assist with any form of publicity and marketing, including any press or media related activities.

2.9 We will tell you promptly about any changes to information we have provided and will make sure that the information you hold is always true and up to date.

2.10 In our management of all personal information we will meet the requirements of the Data Protection Act 1998. We will tell you immediately if any of our key contacts or people whose salaries are funded by the grant change.

2.11 We agree to meet all laws regulating the way we operate, the work we carry out, the staff we employ or the goods we buy. We will ensure that we have an equal opportunities policy and if our project involves work with children, young people or other vulnerable groups we will also have a appropriate protection policy in place at all times, to help us comply with all relevant laws and good practice throughout the period of the Grant Agreement. We will obtain all approvals and licences and any profile checks required by law or by you.

2.12 If we are a charity, we will register with the Charity Commission if our income goes over their minimum exemption figure.

2.13 We will maintain adequate insurance at all times and if asked, will supply copies of confirmation to you. This includes employee and public liability insurance and insurance that covers the full replacement value of any assets you have funded.

2.14 You have the right to reproduce any of our application or subsequent information supplied by us to you for any purpose as you see fit without any right of a claim by us in respect of copyright.

3. Our organisation

3.1 We will get your written agreement before:

Changing our governing document, concerning our aims, payments to members and members of our governing body, the sharing out of our assets (whether our organisation is dissolved or not), or the admission of any new members;

or

Transferring our assets to, or merging or amalgamating with, any other body, including a company set up by us.

3.2 We will write to you as soon as possible if any legal claims are made or threatened against us and/or which would adversely affect the project during the period of the grant (including any claims made against members of our governing body or staff concerning the organisation).

3.3 We will tell you in writing as soon as possible of any investigation concerning our organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, Inland Revenue or any other regulatory body.

3.4 We will be available for meetings with you and allow full and free access to our records however and

wherever held and to any of our offices or buildings to you, or those acting for you or to the National Audit Office.

3.5 We will let you know if our governing body falls below three members and will increase it to at least three as soon as possible.

4. VAT

4.1 We acknowledge that the grant is not consideration for any taxable supply for VAT purposes by us to you. We understand your obligation does not extend to paying us any amounts in respect of VAT in addition to the grant and that the grant made by you is inclusive of VAT.

4.2 We agree to repay you immediately any VAT we recover whether by set-off, credit or repayment to the extent that any such VAT cost is included in the grant.

4.3 We will notify you immediately if any irrecoverable VAT claimed under the grant becomes recoverable.

4.4 We will keep proper and up to date records relating to VAT, and we will make such records available for you to look at and give you copies when requested.

4.5 If you have funded all of the VAT costs for our project, we agree to refund immediately all of the VAT we recover to you.

4.6 If you have funded a proportion of the VAT costs for the project, we agree to refund immediately the same proportion of the VAT recovered to you.

5. Our annual report and accounts

5.1 We will acknowledge your grant in our annual reports and accounts covering the period of the project.

5.2 We will show your grant and related expenditure as a restricted fund under the description "Big Lottery Fund Grant" in our organisations annual accounts. If we have more than one restricted fund, or, as a statutory authority, cannot show restricted funds in our accounts, we will include a note to the accounts identifying each restricted fund separately. If we have more than one grant from you, we will record each grant separately in the notes to the accounts. We will identify unspent funds and assets in respect of the grant separately in our accounting records.

5.3 We will send you a copy of our annual accounts as soon as they have been approved in accordance with our governing document and in any event within ten months of the end of the financial year for each year in which grant payments are made. The accounts will be signed by a member of our management committee and externally audited or independently evaluated as appropriate for our organisation.

5.4 We will keep proper and up to date accounts and records for at least seven years after the termination of our grant, including summary profit and loss accounts and management accounts, personnel and payroll records and invoices, which show how the grant has been used. We will make these financial records available to you to look at and give you copies.

5.5 We will report regularly and fully to all members of our governing body on the financial position of our organisation.

6. Monitoring

6.1 We will monitor the progress of the project and complete regular reports as you require using the forms you send us.

6.2 We will send you any further information you may ask for about the project or about our organisation, and its activities, the number of jobs created by the project, the number of users and other beneficiaries and such other information as you may require from time to time. You may use this information to monitor the project and evaluate your grants programmes.

6.3 We will fill in a final report on the project using the form you send us. We understand that the grant is finished only after we have completed this report to your satisfaction and you have received annual accounts for the full period.

6.4 We will tell you immediately in writing of anything that significantly delays, threatens or makes unlikely the project's completion.

6.5 We will tell you immediately if there is to be any variation to or decrease in the project outcomes.

7. Grants for salaries

7.1 We will ensure that we have proper employment policies and procedures in place at all times. We will pay attention to equalities in the recruitment and selection process and the need to ensure an appropriate balance of staff in our organisation.

7.2 If the grant is for a salary of a new post, we will advertise the vacancy externally, using appropriate media (including media that could attract disadvantaged groups). We must send you a copy of the text of every advertisement within a

reasonable time before such advertising, which will be in accordance with all current best practice and will acknowledge that you are the funder of the post. This applies to any re-advertisement. We must keep the job description, a list of the publications where we placed the advertisements and a copy of the letter of appointment and send them to you if you ask for them.

7.3 You will not pay grants for salaries until we have supplied you with the names of the staff to be employed, their salaries and their start, and, if appropriate, end dates.

7.4 We will maintain all main financial records including personnel and payroll records for staff funded by you for seven years after the grant has ended. We will complete all statutory returns for employees and make all relevant payments to cover their pensions and salary deductions, such as income tax and National Insurance contributions.

8. Grants for capital assets (other than property) and services

8.1 If any part of the grant is used to buy any capital items (other than land) or a series of related capital items or services or a series of services costing more than £10,000, we will put out the order to competitive tender. If there are good reasons why we cannot tender, we will get your agreement beforehand. We understand that public bodies must meet the relevant UK and European procurement legislation together with the provisions of the World Trade Organisation General Procurement Agreement.

8.2 If any part of the grant is to buy a capital item or series of capital items, such as equipment or other items which have an economic life of three years or

more and vehicles, costing up to and including £10,000 we will keep all receipts and invoices for you to look at. If we buy a vehicle we will send you a copy of the registration documents no later than three months after you have sent us the money for the vehicle.

8.3 If any part of the grant is used directly or indirectly to purchase or develop any intellectual property rights then we will take all necessary steps to protect such rights and we agree that we will not exploit such rights without your prior written consent. Exploitation includes use for any commercial purpose or any licence, sale, assignment, materials transfer or other transfer rights. We understand and accept that if you provide the consent it may be subject to conditions requiring us to repay or to share any money we receive.

8.4 We will keep all assets funded by the grant safely and in good repair and will make sure we have adequate insurance cover for all of them. Any loss resulting from payments made for assets before delivery will be our responsibility. If the asset is damaged, destroyed or stolen, we must tell you in writing and we must repair or replace it.

8.5 We understand that you will monitor assets bought with the grant for a period of up to ten years after the grant has ended for assets bought for over £50,000 unless varied by the conditions of clause 9.10, which for the avoidance of doubt, will take precedence. If the assets were bought for less than £50,000 the period will be five years or the length or the Grant Agreement, whichever is the shorter. We will supply you with information that you ask for and will allow you to inspect the assets for that period.

8.6 During this period, we will provide an annual statement that the assets are still held and insured by us. We will not sell, give away or borrow against the assets without first receiving your written consent. As our grant has come from public funds, we understand and accept that if you provide the consent it may require that the sale is at full market value and/or subject to conditions requiring us to repay all or part of the money we receive.

9. Grants for the purchase or refurbishment of property

9.1 We understand and accept that you may require security over the capital assets funded by the grant. Usually this will be a legal charge in your standard form or a deed of dedication in your standard form or a restriction to be lodged at the Land Registry against the title to any capital assets you have funded to secure repayment of the grant in appropriate circumstances. If you have asked for security, we understand that you will not pay any of the capital grant until you have received the documents completed to your satisfaction.

9.2 We do not have any undisclosed loans secured on the capital assets. We will not take out any loans secured on any capital assets funded or part-funded by the capital grant unless we receive first your agreement in writing. Your agreement may be subject to conditions which we will have to meet.

9.3 If any part of the capital grant is to buy land (whether freehold land or leasehold land), we will send you when asked the following documents:

- a surveyor's report on the condition of the property, its value and whether it is suitable for the project;

- confirmation by our solicitors that all necessary consents for the use of the property for the purposes of the grant have been obtained;
- a certificate of title completed by our solicitors (which you will supply), together with a signed legal charge or deed of dedication or our solicitors undertaking to lodge restriction at the Land Registry and at Companies House (as appropriate); and
- confirmation (by way of a legal opinion which you will supply) from our solicitors that we have the legal powers necessary to sign the documents.

9.4 If any part of a capital grant is to buy leasehold land, we will send you a copy of the signed lease which must satisfy you that it is suitable security for the grant. This will be for the following minimum term of years or for minimum asset monitoring period in clause 9.10, whichever is the longer:

- For capital grant of up to £50,000: a lease of at least 5 years, without a break clause.
- For capital grant of more than £50,000 but less than £250,000 a registered and assignable lease of at least 10 years, without a break clause.
- For capital grant of between £250,000 and £5 million: a registered and assignable lease of at least 20 years, without a break clause.
- For capital of more than £5million: a registered and assignable lease of at least 40 years, without a break clause.

9.5 If all or part of our capital grant is to be used for any building work we understand and accept:

- that you will keep ninety five percent of the capital grant until we have provided in a satisfactory form:
 - evidence that we have received any necessary planning permission, listed building consent and building regulations consent (or other applicable consents or regulations) required for the building work; and
 - evidence that a competitive tender process has been undertaken with a minimum of three estimates received from three independent builders. If we are to commission the building works under pre-tendered arrangements, we will provide evidence of the tender process undertaken to identify existing contractors
- that you will make payments in stages when you receive builders' invoices or against interim certificates completed on the RIBA (Royal Institute of British Architects) form or other appropriate invoices;
- that you will keep five per cent of the part of the grant for the building works until you receive the certificate of practical completion. We will then send you the making good defects certificate; the final certificate; confirmation that we have obtained the building regulations completion certificate; and confirmation that we have obtained the buildings insurance certificate; and
- that if we want to make significant changes to the scope of the building works, we must get your permission in writing before going ahead.

9.6 If our capital grant is more than £50,000 and to be used for any building work we understand and accept that:

- you will require confirmation (by way of a certificate of title, which you will supply) from our solicitors that we are the leasehold or freehold owner of the capital assets to which the grant relates and that the capital assets are useable for the grant purpose;
- you will keep ninety five percent of the capital grant until we have provided in a form which is completed to your satisfaction:
 - a copy of the tender review report. If we are to commission the building work under pre-tendered arrangements, we will provide you with evidence that demonstrates that costs have been market tested to confirm value for money;
 - an updated capital project cost summary, cash flow and programme;
 - evidence that we have secured all the required partnership funding for the capital project.
- we must employ a lead building professional to manage the tender process and to certify that the building works have been properly carried out;
- if structural work is necessary, we must employ a structural engineer;
- we will use building professionals that are fully qualified members of an approved professional body and have all necessary professional indemnity insurance cover; and
- if building works come under the Construction (Design and Management) Regulations 1994, we will confirm that we have appointed a planning supervisor.

9.7 We understand that if we do not make payment claims for capital grant within three months of incurring the relevant capital expenditure, then

you will proportionally reduce our capital grant in line with the actual capital expenditure incurred in the claim period.

9.8 If we need to use the capital assets to raise further funding, we will first obtain your agreement in writing, which may be subject to conditions and which we will have to meet. You will need to be satisfied that if the lender understands and will put the interests of the beneficiaries of the project first. We undertake that:

- any loan secured on the capital assets will be used entirely on the project; and
- the maximum loan will be no higher than the amount of money being put up by the lender.

9.9 We will not sell, lease, let, sub-let or otherwise dispose of or change the use of any capital asset without first receiving your written consent, which may contain conditions which we will have to meet. If we sell or dispose of any capital asset, we may have to repay you all or part of the money we have received from you. The amount we repay will be in direct proportion to the share of the project cost that came from you. If, with your consent, we sell any capital asset wholly or partly bought with the grant, it will be at full market value.

9.10 You will continue to monitor capital assets bought with the grant after the project is over and we will supply information about and allow you to inspect the capital assets in accordance with your standard procedures for the longest of the following applicable periods:

- for freehold property bought with the capital grant: 80 years after purchase
- for leasehold property bought with the capital

grant: the unexpired period of the lease or for 80 years, whichever is the shorter

- for capital grant of up to £50,000 for building work (on freehold or leasehold land already owned by us): 5 years
- for capital grant of more than £50,000 but less than £250,000 for building work (on freehold or leasehold land already owned by us): 10 years
- for capital grant of between £250,000 and £5 million for building work (on freehold or leasehold land already owned by us): 20 years
- for capital grant of more than £5 million for building work (on freehold or leasehold land already owned by us): 40 years
- for other capital assets if bought with up to £50,000 of capital grant: 5 years after the purchase or the length of the grant agreement whichever is the shorter
- for other capital assets if bought with more than £50,000 of capital grant: 10 years after purchase or the normal economic life whichever is the shorter.

9.11 We understand and accept that the asset monitoring period will start from the date of purchase of the capital asset or the date of completion of the building work, whichever is the earliest.

10. Payment of grant

10.1 You will pay the grant by bank transfer (BACS) into a UK-based bank account or building society account in our name, which requires the signatures of at least two authorised people for every withdrawal. We will not use ATM's or debit cards to make cash withdrawals or payments from this account.

10.2 You will not be liable for any losses or costs (including, but not only, bank charges) if you do not make grant payments on the agreed date. We must take up the first instalment of the grant within 12 months of the date of the grant award or offer letter; otherwise it will automatically lapse, unless you agree in writing to an extension.

10.3 If you pay the grant in instalments over two or more years, payment for the second and following years will depend on your approval of an end of year report on the previous year, which we will complete on a form provided by you within three months of the end of the grant year. If we do not do this, grant payments may be suspended.

10.4 You will normally make payments for up to three months spending in advance as long as we complete a satisfactory payment plan before the project starts and we have given written notice of the project start date.

10.5 If you are not satisfied that we have met all the terms of our Grant Agreement, or you need extra information or documents, you may ask for this and may postpone payment of the grant until you feel that the terms are met or until you receive the material you want.

11. Length of grant agreement

11.1 These terms and conditions and the Grant Agreement remain in force for whichever of these is the longest time:

- for one year following the payment of the last instalment of the grant
- as long as any part of the grant remains unspent
- the expiry of the maximum period required under the grant for asset monitoring

- as long as we do not carry out any of the terms and conditions of the Grant Agreement or any breach of them continues (this includes any outstanding reporting on grant expenditure or project delivery).

12. We understand that

12.1 You can only guarantee future instalments of the grant as long as funds from the National Lottery are available and you continue to operate.

12.2 We accept that you may share information about our grant with any parties of your choice as well as with members of the public who make a request for information under the Freedom of Information Act 2000. Details of the project may be broadcast on television, on your website, in newspapers and through other media.

12.3 You will not increase the grant if we spend more than the agreed budget.

12.4 You may suspend payment of the grant if you want to investigate any matters concerning the grant (or any other grants you have given to us). We understand that you accept no liability for any consequences, whether direct or indirect, that comes about from a suspension even if the investigation finds no cause for concern.

12.5 You may withhold or demand repayment of all or part of the grant at your absolute discretion, in any of the following circumstances if:

We fail to meet any of these terms and conditions, or the terms and conditions attached to any other grants from you for which a Grant Agreement is still in force.

We completed the application form dishonestly or significantly incorrectly or misleadingly.

We or any other person or organisation operating for us gave you any significantly misleading or inaccurate information, whether deliberate or accidental, during the application process, or during the period of the Grant Agreement.

It is likely that our organisation will have to stop operating, may be dissolved or become insolvent, or is likely to be put into administration or receivership or liquidation, or we are about to make an arrangement with, or guarantee a Trust Deed to our creditors, or, in Scotland, our organisation's estate is sequestered.

Members of our governing body, volunteers or staff act at any time during the project dishonestly or negligently or in any way, directly or indirectly, to our detriment or to the detriment of our organisation or the project or to the detriment of your reputation.

Our organisation, members of our governing body, employees or volunteers are subject to an investigation or formal enquiry by the Police, Charity Commission, Inland Revenue or other regulatory body.

We receive duplicate funding from any other source for the same or any part of the project.

We do not take positive steps to ensure equal opportunities in our own employment practices and the delivery of and access to our services.

There is a significant change of purpose, ownership or recipient, either during the project or within a reasonable period after its completion, so that you

judge that the grant is unlikely to fulfil the purpose for which you made it.

At any stage of the application process or during the period of the Grant Agreement we do not let you have information that would affect your decision to award, continue or withdraw all or part of the grant.

We are or become legally ineligible to hold the grant.

If you have reasonable grounds to believe that it is necessary to protect public money.

12.6 We acknowledge that the grant comes from public funds and we will not use the grant in a way that constitutes State aid. In the event that it is deemed to be State aid, then we will repay the entire grant immediately.

12.7 You may assign any of your rights under the Grant Agreement to any other or successor body.

12.8 We may not transfer any part of the grant or this Grant Agreement or any rights under it to another organisation or individual, unless we have entered into an agreement, authorised by you, requiring us to work with another organisation in delivering the project.

12.9 No other body with which we are working, except for those with which we have entered into an agreement, authorised by you, has any claims on you under these terms and conditions.

13 Additional conditions

13.1 You have the right to impose additional terms and conditions on the grant either in the offer or award letter and/or if:

- we are in breach of the Grant Agreement
- you withdraw any part of the funding for the project
- you judge that members of our governing body, volunteers or staff or any person or organisation closely involved in carrying out the project act in a way that may have a detrimental effect on the project or on your reputation as a distributor of public money or as a Government sponsored body
- if you have reasonable grounds to believe that it is necessary to protect public money
- you believe such conditions are necessary or desirable to make sure that the project is delivered as set out in our application or following any agreed changes.

Appendix two – Stage two application, technical requirements

If your stage one application is successful, you will then be required to complete the next stage of development of your project, including completing all necessary feasibility work, agreeing the design brief, developing the design, obtaining planning permission or “faculty” permission and developing the project cost plan and procurement strategy.

We may make development funding available to your project to assist with this next stage of development.

With your stage two application you will be required to submit the following technical information.

1. Drawings

- ▶ A site plan showing the outline of the site, surrounding properties and access routes at a minimum scale of 1:1250.
- ▶ Floor plans showing your proposals at a minimum scale of 1:500
- ▶ External elevations of any new structures proposed at the same scale as the floor plans (or perspectives if only external works).
- ▶ Section through key parts of building to the same scale as the plans and elevations
- ▶ Colour photographs (or colour copies) of the existing site or buildings.

2. Design information

A written statement from the design team, which should include the following:

- ▶ An explanation of how the design meets the requirements of the design brief and the specific needs of the proposed users.
- ▶ Details of the proposed method of construction including an outline of the project specification.

You should include the extent to which your proposal provides for:

- ▶ use of renewable energy sources, such as using solar power;
- ▶ minimising energy use in the building’s operation, for example energy efficient appliances and systems;
- ▶ use of local building materials;
- ▶ use of materials whose manufacture, transport and installation minimise the use of energy;
- ▶ use of sustainably produced materials;
- ▶ use of non toxic environmentally friendly materials;
- ▶ high environmental standards for users in terms of air quality, ventilation, lighting and acoustics;
- ▶ minimising waste, including effective disposal and recycling;
- ▶ minimising water consumption.
- ▶ Details of access arrangements, including an explanation of how the building and the site will allow access to, and use by, people with disabilities in accordance with the Building Regulations, Disability Discrimination Act and British Standard 8300. For example ramped access, induction loops, disabled toilets, clear signage, and lifts. Details of other public access issues.
- ▶ Details of any project constraints, including any design issues that have yet to be resolved.
- ▶ An approximate schedule of areas including number of rooms and their uses, external areas and their uses etc.

4. Details of the site appraisal

Relevant site investigations (including ground conditions, drainage and services) and surveys of existing buildings undertaken by competent professionals.

For applications including the purchase of land and/ buildings only, a surveyor's report on the condition of the land and buildings, its current market valuation (with any restrictions upon usage noted) and whether it is suitable for the grant purpose.

5. Planning consent

A copy of the planning permission for the proposed works, or if your project involves works on Church of England consecrated ground, the "faculty" permission.

6. Capital project programme

A project timetable, in a Gantt chart format, showing the principal feasibility, planning, design, construction and commissioning activities.

7. Capital cost estimate

A cost estimate produced by a registered quantity surveyor with the principal construction or refurbishment costs detailed in an elemental format. The following other costs should also be identified separately: land purchase, non-recoverable VAT, project contingency, inflation allowances, professional fees and administration.

Include a commentary explaining the basis of the cost estimate or a more detailed cost plan. Explain any assumptions in terms of VAT, inflation and contingency.

8. Cash flow forecast

A cash flow forecast for the capital project expenditure and income. The following expenditure items should be identified separately:

- ▶ land, construction/ refurbishment
- ▶ non-recoverable VAT, project contingency
- ▶ inflation allowances and professional fees
- ▶ income from different sources.

9. The project team

The names and organisation addresses of the building professionals employed with details of their relevant experience and a copy of their professional indemnity insurance certificates.

An explanation of the role and responsibility of the project team members from your organisation and from your professional advisers or consultants, including confirmation of who will have overall responsibility, both within your organisation and within the consultant team, for project managing the capital project.

10. Project management strategy and procedures

A written statement explaining how the project will be managed, what controls there will be to make sure that the capital project meets the timetable and the budget. Include details of:

- ▶ the expected procurement strategy;
- ▶ the proposed change control procedures;
- ▶ how progress on the capital project will be reported and reviewed;
- ▶ how risks will be assessed and what management procedures will be adopted, highlighting the current risks to the project in a risk log, and
- ▶ how the costs of the project will be managed and the income and expenditure budgets regularly monitored.

Appendix three: Standard Legal Opinion for Unincorporated Associations not registered at the Charity Commission

Standard legal opinion

On grant recipient's solicitors headed writing paper

Date: []

To: The Big Lottery Fund ("the Fund")

[Grant Recipient name]

We act as the solicitors to [] and have been asked by it to render this opinion to you.

Basis of opinion

For the purpose of giving this opinion, we have examined the following documents:

- a copy of the grant application containing details of a project which, subject to the award of a grant from the Fund, [] intends to carry out, the "Project"; and
- a certified copy of the [Constitution/Rules/trust deed] "governing documents" of [].

Opinion

We are of the opinion that [] has all requisite power under its governing documents and as a matter of law to perform and deliver the Project.

Practising Certificate

We are solicitors holding professional indemnity insurance cover of £x.

Duty of Care

We acknowledge a duty of care in respect of this opinion to the Fund and its successors.

Qualifications

The foregoing opinion is subject to the following qualifications:

[Include if appropriate].

Yours faithfully

