

England
Children's Play programme
Guidance notes



This guide is for local authorities that want to apply for funding from the Children's Play programme. The guide will help you understand the application process and provides key information about the programme. Please read this guidance carefully and make sure your proposals meet the requirements set out in it, before you complete the application form.

If you have any queries about the application form or process, please contact us on 0845 4 10 20 30 (textphone for people with a hearing impairment 0845 602 1659), or email childrens.play@biglotteryfund.org.uk.

Children's Play – Portfolio pack

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Print

Photography

Further copies available from:

Email general.enquiries@biglotteryfund.org.uk

Phone 0845 4 10 20 30

Textphone 0845 6 02 16 59

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 seeks to minimise its negative environmental impact and only uses proper 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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About the Big Lottery Fund

The Big Lottery Fund is responsible for distributing half of the money the National Lottery raises for good causes. We want to use Lottery money to make big, positive 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.

The Children's Play 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 for those with a hearing impairment 0845 602 1659).

There are other organisations that give Lottery grants as well as BIG. You can find out about these by visiting www.lotterygoodcauses.org.uk, or you can phone the funding hotline on 0845 275 0000 (textphone for those with a hearing impairment 0845 275 0022).

 What you must do

 What we will do

Part one: About our Children's Play programme

The Children's Play programme forms part of our £155 million Children's Play initiative, which has grown out of recommendations of the 2004 play review, Getting Serious About Play, carried out under the chairmanship of Frank Dobson MP. Copies of the play review report are available from the Department for Culture, Media and Sport, or at www.culture.gov.uk. Our Children's Play initiative also responds to a number of wider policy agendas including:

- the Every Child Matters outcomes framework (www.everychildmatters.gov.uk), which recognises how important the enjoyment of time and space to play are for children and young people
- the Children Act 2004 (www.dfes.gov.uk), which says that enjoying recreation should be one of the outcomes that children's services should aim to bring about
- the 'Change for Children, Choosing Health' and 'Cleaner, Safer, Greener' programmes and policies, which recognise how important children's play is
- the Best Play report (www.ncb.org.uk/cpc), which looks at what play should do for children.

Please note BIG is not responsible for the content of external websites.

Our Children's Play initiative aims to:

1. create, improve and develop children and young people's free local play spaces and opportunities throughout England, according to need
2. support innovation and new ways of providing for children's play
3. create a support and development infrastructure to ensure local agencies have the resources and skills to achieve the first two aims
4. promote the long-term strategic and sustainable provision for play as a free public service to children

5. ensure that local authorities work with other local stakeholders to develop children's play strategies and plans
6. ensure that good, inclusive and accessible children's play services and facilities are provided locally.

This programme aims to achieve aims 1, 4, 5 and 6 under our Children's Play initiative. We want local authorities to work with local stakeholders to develop children's play strategies for their areas. We want to fund projects that respond to the needs identified in these strategies, which create, improve and develop children and young people's free local play spaces and provide good, inclusive and accessible children's play services and facilities.

We have allocated funding to all single tier* and district council areas in England for portfolios that deliver aims 1, 4, 5 and 6 under our Children's Play initiative.

Portfolios are strategic projects made up of a number of individual projects, usually delivered at a number of locations, which together form a cohesive strategy to deliver the programme outcomes. You might deliver the individual projects yourself or sub-contract some or all of them to other organisations.

To achieve the second aim of our Children's Play initiative we have set up Children's Play – Playful Ideas, a separate programme that focuses on innovation and new ways of providing for children's play. We have also awarded a grant to the Children's Play Council (part of the National Children's Bureau), to create an England wide infrastructure that will deliver aims 3 and 4 of our Children's Play initiative. For more information about Playful Ideas and the grant to the National Children's Bureau, contact our BIG Advice Line: 0845 4 10 20 30.

*London Borough, Metropolitan Borough and Unitary local authorities.

Children's Play programme outcomes

Getting Serious About Play defines children's play as "what children and young people do when they follow their own ideas, in their own way and for their own reasons". We have adopted this definition for this programme.

We will fund portfolios that achieve three or more of the following programme outcomes:

- ▶ More children will take part in a wider range of good, inclusive and accessible play experiences.
- ▶ Children will have more choice and control over their play.
- ▶ Children will develop greater well-being through play (including healthy growth, knowledge and understanding, creativity and capacity to learn).
- ▶ Children will achieve greater independence and self-esteem through play.
- ▶ Children will acquire greater social skills and respect for others through play.
- ▶ Children will be able to test boundaries, be challenged and take risks through play, while kept safe from harm.
- ▶ More children experiencing barriers to free play will be included in mainstream play provision (for example, girls, children and young people from ethnic or religious minorities, children in care, children of refugees and homeless families and those living in rural areas).
- ▶ Local communities, especially children, will have greater involvement in designing, planning and running play projects.

How much will we fund?

The total funding available for this part of the Children's Play initiative is £124 million. We have set aside a maximum allocation for each local authority area, using a formula based on the child population of each local authority area and the Indices of Multiple Deprivation 2004. Full details of the formula are on our website. For details of your allocation please refer to the accompanying letter and the letter sent to your chief executive on 22 November 2005.

We expect our contribution to each individual project in your portfolio to be between £50,000 and £200,000. However, we will consider giving more money to individual projects where this is justified by the needs identified in your children's play strategy.

While we have set aside an allocation for each local authority area the allocation does not guarantee that an application for funding will be successful. It is essential that your application meets all our requirements and demonstrates a clear fit with the programme outcomes. If your application to one of our first three grant rounds is unsuccessful you can re-apply to a later round. However, we will re-allocate your allocation to our Playful Ideas programme if we do not receive a satisfactory application by our final deadline of 10 September 2007.

The portfolio approach

This application process has been designed for programmes where we want to make grants for strategic projects consisting of a portfolio of individual projects. In this way we can make sure our funding is used most effectively to tackle needs strategically.

It is intended to allow you to use your expertise, contacts and local knowledge to compile a portfolio of individual projects that complement one another and take into account existing provision and overall needs. Portfolios must always contain more than one individual project. Individual projects may be delivered on a number of different sites.

You can deliver some or all of the individual projects yourselves and you can also sub-contract some to other organisations with relevant expertise, for example voluntary or community groups. In this way, a broad range of organisations that are best placed to deliver individual projects are involved. This could include groups with less experience of managing a project who will benefit from your support and experience and those who would be unable to apply for a grant themselves.

What we expect from applicants

We expect organisations applying for funding for a portfolio to:

- identify needs and develop a strategy to address them
- compile a portfolio of individual projects and complete an application
- be the accountable body for the grant and the delivery of the portfolio for the period of the grant agreement
- meet our terms and conditions of grant
- manage the delivery of the individual projects (sub-contracting individual projects to other organisations if necessary)
- make sure that the individual projects are implemented
- evaluate the success of the portfolio.

Portfolio outcomes

We want our grants to make a difference. We will ask you to describe the difference your portfolio will make. We call these changes 'outcomes'. Your proposed outcomes should relate to the portfolio as a whole (not the individual projects) and the overall changes you hope to see as a result.

When we assess your application we will look at how your proposed outcomes help achieve the programme outcomes. Your portfolio should help achieve three or more of the programme outcomes outlined on page 6. The following are examples of portfolio outcomes. These are just for information.

Example 1

Portfolio description

Wickston improved spaces for play – The portfolio consists of four projects that have been identified as a high priority in the recently developed Wickston children's play strategy.

Three of the four projects that make up the portfolio are similar: they will refurbish run down play spaces in the three most deprived wards in the district and employ a play ranger who will work on all four sites. The fourth project is to create a new play area in a recently built estate, where the current play facilities are inadequate to meet the demand.

Portfolio outcomes

- providing good, free play spaces in the areas of greatest identified need
- increased access by reducing the distance children have to travel to use a play facility
- increased community involvement in the use and care of local play spaces.

Example 2

Portfolio description

Bryanbridge Inclusive Play – designing and refurbishing three local play spaces to provide greater access to equipment and facilities by disabled children and young people.

Portfolio outcomes

- improved play facilities to provide equal access and enjoyment for disabled children
- greater cohesion in families who have disabled children by encouraging disabled and non-disabled children to play together
- better quality of life for local disabled children and their carers.

Eligibility requirements

Who can apply for funding?

Under this grant programme we will only make grants to single tier and district councils.

We have selected single tier and district councils to be the lead applicant organisations for this programme. This was the approach recommended in Getting Serious about Play and was also the approach most favoured by the people we consulted with as we developed the programme.

As the lead applicant local authorities must demonstrate that they have consulted with and fully involved local agencies in developing the portfolio application for their area. They must also show how they will involve as wide a range of organisations as possible in the delivery of projects in the portfolio.

Where there are both district and county councils, the county may have an important role in developing a children's play strategy and may also co ordinate or deliver some projects in the portfolio. Town or Parish councils may also be involved in developing a children's play strategy and delivering some projects.

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

We will only accept applications from single tier and district councils where a strategy for children's play has been developed and agreed, following the best practice guidance produced by the Children's Play Council. We will accept a range of approaches to developing a children's play strategy that respond to local needs.

We expect most single tier councils will develop a strategy that only covers their area. However, some single tier councils may decide to develop a joint strategy with neighbouring authorities. Each single tier council would then submit a separate portfolio to us but one of the councils might co-ordinate the delivery of the projects.

Where there are both district and county councils, the district council may develop a strategy for its area, working with and involving the county council. The district council might decide to contract the co-ordination or delivery of some projects in the portfolio to the county council.

In some cases it may be appropriate for some or all of the districts in a county to work together with the county to develop a joint strategy. Each district would then submit a separate portfolio to us but may decide to contract the co-ordination or delivery of some projects in the portfolio to the county council or to one of the districts.

Developing your strategy and portfolio

How many applications can be submitted?

You can submit one application for one portfolio per local authority area. However, your portfolio should contain more than one individual project.

What will we fund?

Capital and revenue grants are available for portfolios lasting up to three years.

We will fund portfolios of projects that benefit children and young people up to and including 16 years of age. We will also consider some projects that benefit young people up to 24 years of age, as long as at least 75 per cent of those who will benefit are aged 16 or under.

We will fund projects that provide new or better provision for children to play freely and in safety with formal or informal adult supervision (for example, play workers) or oversight (for example, within a well used public space). The projects should be easily accessible to the children they are for and free of charge. Children should be free to come and go, unless there is a particular reason for closed access (for example supervising children with particular needs) and free to choose what play activities they do.

Portfolios should focus on areas and groups with the poorest access to good play opportunities, with a major emphasis on the inclusion of disabled children and young people, as well as others who currently have less access (for example, girls, children and young people from ethnic or religious minorities, children in care, children of refugees and homeless families and those living in rural areas).

Here are some examples of the types of individual projects that might form part of a portfolio:

- adventure playgrounds
- BMX and skateboard parks
- holiday and after school play activities
- small public playgrounds
- informal sports facilities
- a mobile play team
- creating a play area
- playworkers (either paid or volunteers).

We will consider funding some out of hours use of school grounds for children's play but only where a need for this has been clearly identified through your children's play strategy, where all local children will be welcome and where there are plans in place to ensure ongoing community access.

BIG funding must be distinct from government and other public funding and must add value.

We will not fund projects purely associated with increasing disability access to meet current or future legal responsibilities but if your project includes these costs as part of a wider project, these costs will be considered.

Partnership funding

You do not need to raise any partnership funding under this programme. However, for capital projects in the portfolio, we will require a commitment from you to pay for maintenance costs for the expected life of the facilities. You will also need to cover the costs of developing your children's play strategy.

If you plan to get money from other sources, we will consider how likely it is that you will be able to raise it.

What will we pay for?

We can fund all the eligible costs of your portfolio. These can include revenue and capital costs. We can pay for the costs of delivering the individual projects that make up your portfolio (individual project costs) and the costs you, as the applicant, need to co-ordinate, support, monitor and manage the individual projects (management costs).

For details of eligible and ineligible costs please see Appendix one. The examples of ineligible costs are meant as a guide only and when we assess your application we may find other items that we cannot fund.

If your individual projects include significant elements of capital, please see our Land And Building Guidance Notes For Portfolios for specific requirements for capital projects.

Part two: Applying for funding to our Children's Play programme

This section gives details of the application process including key dates for the Children's Play programme. Detailed notes about completing the application form are in Part three.

Key dates

Key dates for the Children's Play programme are on the right. Dates may change due to unforeseen circumstances. If the changes affect your application we will let you know the revised dates.

March 2006

Programme launch. Application and guidance materials sent to single tier and district councils.

April/May/June 2006

Briefing events for applicants in every region, by BIG and Children's Play Council.

First grant round

24 July 2006

First deadline for return of completed application forms to us.

October 2006

BIG decision on applications received in July 2006.

Second grant round

13 November 2006

Second deadline for return of completed application forms to us.

February 2007

BIG decision on applications received in November 2006.

Third grant round

12 March 2007

Third deadline for return of completed application forms to us.

June 2007

BIG decision on applications received in March 2007.

Final grant round

10 September 2007

Final deadline for return of completed application forms to us.

December 2007

BIG decision on applications received in September 2007.

Before you fill in your application form

Before you fill in your application form you need to have planned your portfolio in detail. You will need to have developed your children's play strategy and compiled your portfolio of projects. You will also need to have planned how you will manage the portfolio if you are awarded a grant and how much this will cost.

Developing your strategy and compiling your portfolio of projects

Before you apply you must have identified needs and be able to provide evidence of them. You may wish to draw on external research, evidence and identified needs to do this. You should have developed a strategic approach to tackling these needs. You will need to have identified the individual projects that together will address the needs and help meet the programme outcomes. The individual projects should complement each other and existing provision.

We want children's play strategies to respond to local needs, raise the profile of children's play and contribute to the long-term sustainability of services and facilities. We recognise that the scale and scope of children's play strategies will vary according to local circumstances and resources available.

In most cases, we expect the local authority to take the lead in developing a children's play strategy. However, the local authority can ask another local organisation to take on this role if it is better placed to do so. A children's play partnership might be set up to support the development of the strategy or an existing partnership could take on this role. However, in all cases we will expect the strategy to be endorsed by the local authority and relevant stakeholders or partnerships. These might include the local strategic partnership, Children's Trust Board, local play association or key organisations that support children's play in your area.

To ensure a consistent approach to developing children's play strategies we commissioned the Children's Play Council to produce best practice guidance. A copy of this guidance is included with this application pack and is also available on our website (www.biglotteryfund.org.uk). The guidance includes sections on consultation with local stakeholders and children and young people. Bringing local stakeholders together to develop and agree a children's play strategy for your area is a key part of this programme. The Children's Play Council can also provide advice and support through the England-wide infrastructure we have funded.

Children's play strategies are likely to include:

- an audit of existing children's play provision
- the main points from consultation
- research and analysis of need (for example, into child poverty)
- links with other plans or strategies (for example, transport)
- a summary of the priorities identified and how these will be addressed
- monitoring and evaluation plans
- plans to ensure the long-term sustainability of local children's play provision
- details of how and when the strategy will be reviewed.

You must have carried out appropriate and inclusive consultation with beneficiaries or stakeholders as part of developing your children's play strategy. This should include consultation with children and young people, the voluntary and community sector and the wider local community. It may also include consultation across local authority departments and with county, parish or town councils where appropriate. Consultation should reflect the diversity of the local population.

If you have already developed a children's play strategy you will need to check that it covers the period of the portfolio you would like us to fund and reflects the best practice guidance from the Children's Play Council. You may need to review or revise your strategy before you apply.

You must be able to tell us what each individual project will contribute to the overall strategy. You will need clear plans for delivery of the individual projects, a detailed budget and to have identified the most appropriate organisations to do the work.

You may be best placed to deliver some of the projects in your portfolio. However, projects within your portfolio could also be sub-contracted to and delivered by other organisations. You will need to have formal contracts with any other organisations you engage to deliver projects.

You should make sure the organisations that will deliver projects (your own organisation or others) are the most appropriate. Think about:

- ▶ The experience the organisation has in this area of work and whether they have run similar projects before.
- ▶ What value the organisation will add to the overall portfolio. For example, they may be a grass roots group with strong links to target or hard to reach beneficiaries, or they may have specialist knowledge or skills that are not available elsewhere.
- ▶ The organisation's commitment to equality and diversity. We expect applicants and organisations delivering projects to meet our equality principles, listed at the front of these guidance notes.

- ▶ The organisation's ability to deliver the project to a high standard. Key considerations could include: whether the project is within the organisations remit and fits with their existing work. Whether they have appropriate project planning, budgeting and management skills. If they do not you may still want to work with them, for example, because they are working in locations that you particularly want to target. You may therefore want to provide help and support with some aspects of project management. Make sure you take into account the cost of this support when working out your portfolio management budget.

We will ask you why you have included projects in your portfolio and why the organisations that will do the work are the most appropriate.

What do we do with applications once we receive them?

When we receive your application, we will check you have sent us everything we asked for. If you have not we will write to you and give you two 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.

We may contact or visit you to discuss your portfolio. You will need to have a contact person we can talk to. They must be able to talk about all the individual projects in your portfolio and provide further information if necessary, for example, more detailed budget breakdowns. You should have a contact for each of the individual projects so you can get extra information quickly.

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

We will assess your application against the criteria below. You need to show us how you meet these points in your application.

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

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

We will assess your portfolio of projects to see how well the individual projects chosen fit together and contribute to achieving your outcomes, your local children's play strategy and the programme outcomes. We will look to see that the individual project budgets are appropriate and offer value for money and the individual projects are being delivered by the most appropriate organisations.

If your portfolio meets our criteria, your application will be presented to our committee for a decision.

If we decide not to fund your application we will tell you why.

If you are awarded a grant

Terms and conditions

If we award you 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 the individual projects are delivered. You are responsible for ensuring that the portfolio outcomes are met within agreed timescales and budget and in line with the grant terms and conditions. We have enclosed a copy of the standard terms and conditions with this guidance as Appendix two. Please read them to make sure you will be able to accept them.

Contracts between you and other organisations

You will need to have formal contracts with any other organisations that you engage to deliver individual projects. This is so you can make sure projects are delivered as agreed and in line with our terms and conditions.

Your contracts must cover the following issues:

- parties to the agreement (who the contract is between)
- key deliverables (what projects and pieces of work the contract covers)
- timescale (over what period the project will be carried out and when it will start)
- payments / consideration (who gets paid, for what, by what means)
- liability (who assumes liability and for what)
- ownership of property – intellectual and otherwise
- roles, responsibility and accountability (who is doing what)
- disputes (what will happen if parties can't agree)
- progress reporting and evaluation

- assignment (passing on work to another party. This can only be done with BIG's consent and the contract should make this clear)
- exclusion of third party rights (the contract can only be between the two of you)
- termination (under what circumstances the contract can be ended, including what happens when the BIG grant comes to an end)
- acknowledgement that BIG standard terms and conditions take precedence over points raised in this contract
- signatories and authorisations (appropriate representatives of the participating organisations).

You must make sure organisations that will deliver individual projects are aware of the conditions set out in our standard terms and conditions. A copy of the terms and conditions should be attached to the contract.

We will ask to see draft contracts to make sure they are acceptable to us before we release funds for individual projects.

Starting work on your portfolio

If we award you a grant you will have to start at least some of the individual projects and draw down funding within six months from the date of the award letter. You need to be sure that you are able to start projects within this timeframe and this should be clear from your application form.

Paying you the grant

We will pay you the grant in stages when we receive confirmation that each individual project is going ahead and when an acceptable formal contract is in place if the project is being delivered by another organisation. However, we can release some of the grant for managing your portfolio as a lead-in payment for necessary preparation such as drawing up and agreeing contracts.

Monitoring progress

We will expect you to monitor the progress of all the individual projects in your portfolio. We will ask you for information at various points so that we can find out what difference our funding has made and make sure that the money is well spent and that the portfolio is on track. We will make sure that you know what information you will need to give us before the projects begin, so that you can plan what aspects to monitor. You must monitor and report on individual project and portfolio management expenditure and be able to show us evidence of this if we ask to see it.

Evaluating the success of your portfolio

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

There are various ways we can do this. We will ask you on a regular basis about your portfolio's progress and at the end we will ask you 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 you use to record and review the progress of your project. This has several advantages.

- You can identify what is working well and what is not working so well for your projects and reasons why. You can then make changes to the way that you run your projects so that the portfolio achieves even more.
- You can gather information that will help you report to us and to others, about how your portfolio is doing 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 projects and how you have adapted them to changing circumstances.
- Setting up a system of self-evaluation is part of good project planning and management.

Self-evaluation is something that you are in charge of. You can work with people involved in your projects to identify the main issues, how to investigate them and what to do with the findings.

You may want to do your evaluation within your portfolio, 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 as a management cost within your grant application, as long as your plans are in proportion to the size of your portfolio.

Good planning will help you to ensure your portfolio is more likely to achieve what it sets out to 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 call your local BIG office. Contact details are listed at the end of this guidance.

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 portfolio. However, when doing this we would make sure that confidentiality is not compromised.

You must have appropriate procedures in place to gain permission from the parents or guardians of all children or young people you plan to feature in publicity.

Assets

If we award you a grant you will be responsible for making sure any assets that are bought, improved or created with the grant (land, buildings, equipment, vehicles etc) continue to be used as originally agreed when the grant was awarded. We will ask you to confirm details of location, ownership and use, at regular intervals after the grant has ended (for the normal useable life of the asset). It is your responsibility to keep track of who owns assets (if it is another organisation), where they are located and how they are used. If you want to sell or give away assets or change how they are used you must get our permission first.

If your individual projects include major capital expenditure please see our Land And Building Guidance Notes For Portfolios for our requirements for capital projects.

Part three:

Application form help notes

This section gives detailed advice about the questions on the application form. Please read these notes carefully before completing the application form and refer to them as you go along.

The application consists of four main sections followed by a declaration, which must be signed. You must also copy and complete Appendix A for every individual project in your portfolio. Most of the application form is in a format where you answer the questions in the boxes provided. Section three is 'free format' and you should complete this section as a separate word-processed document with a minimum font size of 12-point. Your answer to this section should be no longer than 20 sides of A4 plus relevant diagrams. If it is longer than this we may not assess it. Please make sure that all pages are clearly numbered and marked with the name of both of your portfolio and organisation.

Please keep a copy of the full application for your records.

The following sections give advice on completing the application form.

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 terms and conditions if the application is successful. It must therefore have the power set out in its governing documents to deliver the portfolio and accept our terms and conditions.

If your organisation is also known by another title please put this in brackets. For example "Knighton Metropolitan Borough Council (Knighton MBC)"

1.2 Organisation address

This should be your registered address. It is important that you provide the correct postcode, phone number and if you have them, fax number, textphone, email and website address.

1.3 Main contact details for the application

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

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

1.4 Organisation type

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

1.5 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.

1.6 Your organisation's accounts

We may ask to see your financial records when we assess your application. However, please do not send information on this now.

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

1.7 Child protection / vulnerable adults

As you are applying for a portfolio that works with children, young people or vulnerable adults we will need to be sure they 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 and vulnerable adult policies and procedures in place, which we may ask to inspect at any time.

You must demonstrate that any other organisations you engage to deliver projects working with children and young people or vulnerable adults also have procedures in place for their protection.

You must also have appropriate procedures in place to gain permission from the parents or guardians of all children or young people you plan to feature in publicity.

If you are awarded a grant and have made a false declaration you will be in breach of our terms and conditions.

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.

Section 2. About your portfolio

2.1 Name of your portfolio

We need a short (no more than 10 words) relevant name for your portfolio. We will use this title for any correspondence and if you are awarded a grant, for any press releases that we make about your portfolio.

2.2 Portfolio description

Briefly describe your portfolio, telling us the main purpose and what it will achieve. Summarise the main services, activities and facilities the portfolio will provide.

2.3 Portfolio beneficiaries

Tell us about the people that will mostly benefit from your portfolio. Tell us the number of people you expect to benefit directly from the portfolio as a whole. The target beneficiaries for this programme are children and young people up to and including those aged 16 years. We will also consider some projects that benefit young people up to 24 years of age, as long as at least 75 per cent of those who will benefit are aged 16 or under.

2.4 Individual projects list

Individual projects should be ranked in order of priority using a scale of numbers, with number one as the highest priority. For example, if you have 10 projects in your scheme, 10 will be the lowest priority. You should prioritise your projects on how important they are to achieving your planned outcomes for the portfolio and the programme outcomes. Prioritising projects may also help you to plan the order in which the projects are delivered. You must be able to tell us why you have prioritised the projects in this order as we may ask you to explain this during the assessment.

Check that your priority projects and management costs can be funded from your allocated amount. The costs of managing the portfolio of projects must be no more than 10 per cent of your total allocation.

Section 3. Assessment questions

This section is your opportunity to tell us about your portfolio. This part of the application is in a free format. Your document should be no longer than 20 pages of A4 at 12-point font size plus relevant diagrams.

You use this section to show us how your portfolio meets our programme outcomes. The information in this section will also enable us to determine if your organisation has the capacity and ability to deliver the portfolio.

We will assess your application against the criteria below. You need to show us how you meet these points in your application.

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

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

We will assess your application from the information you provide. We have provided guidance below on some key issues that you should consider when giving your answers.

Need and outcomes

3.1 What is the need for your portfolio and how have you identified that need?

Please define the need your portfolio aims to address and how you identified this need. In particular tell us:

- what consultation you have done with your beneficiaries and stakeholders and how you made sure the consultation was inclusive
- what needs you have identified and how your consultation findings demonstrate this need
- about any existing provision and how your portfolio will add to it.

3.2 What are the proposed outcomes of your portfolio?

Briefly describe what difference your portfolio will make by listing up to five desired outcomes. See page 8 of these guidance notes for more information about outcomes.

3.3 How will your portfolio address the needs you have identified and bring about your proposed outcomes?

Tell us how your portfolio will address the needs you have identified and will achieve your proposed outcomes.

3.4 How will your portfolio help achieve the programme outcomes?

Tell us how your proposed outcomes will help achieve the programme outcomes. Your portfolio should help achieve three or more of the programme outcomes outlined on page 6.

3.5 How will you know whether your portfolio is achieving its proposed outcomes?

Tell us your plans for monitoring and self-evaluation, including:

- what are the main issues your evaluation will focus on?
- how you will involve all stakeholders in the evaluation
- your plans for sharing findings and lessons
- any budget implications.

See page 15 of these guidance notes for more information on evaluation.

Portfolio management

3.6 Who will manage your portfolio?

Tell us who will have overall responsibility for managing the delivery of your portfolio. Tell us:

- if this is an existing post or a new one you want us to fund
- their role and responsibilities
- what skills, experience and knowledge they will have
- how much time they will dedicate to managing the portfolio
- who they will report to and how they will be managed.

Alternatively you may want to send us a copy of the relevant job description(s) and person specification(s).

Tell us about other people who will be involved in managing and running the portfolio. Tell us about their skills, experience and knowledge and how they will work with the portfolio manager.

3.7 What are the key milestones for your portfolio?

Please provide us with key milestones for the first year of the portfolio. Milestones may be key activities, tasks or services that need to take place before you are able to achieve your outcomes. The milestones should relate to the portfolio as a whole rather than individual projects. Against each milestone state which outcome this will contribute to. Milestones may contribute to more than one outcome. The milestones for the first year of a portfolio might look like this.

Milestones for year one In the first six months we will have:	Your portfolio outcomes
Appointed a project manager for the portfolio.	1,2,3,4,5
Tendered for and selected contractors for developing adventure play areas.	1,2,5
Appointed and trained x new playworkers.	1,2
Created x free afterschool play places across the city.	1
Provided new toys and equipment for x playschemes.	1,2
Set up a good practice playwork forum and held three sessions.	2,3,4
Held a promotional event to publicise the new projects and facilities.	3,4

Please set your milestones out in this format:

Milestones In the first six months we will have:	Outcomes Which of your portfolio outcomes does this milestone contribute to? Enter the appropriate numbers.
●	
●	
●	
●	
●	
In the second six months we will have:	
●	
●	
●	
●	
●	

...and so on for each half year

The table will help us to understand the significant stages and events of your portfolio. We will use the information in this section to assess whether your portfolio is likely to lead to the proposed outcomes. We will also use the information to monitor the progress of your portfolio if we award you a grant.

3.8 How will you manage your portfolio?

Summarise the project management strategy, procedures and controls you will put in place to make sure that the portfolio of projects is delivered within the timescales and budget and our grant terms and conditions. Include details of your:

- progress reporting and review processes
- cost management strategy, with your plans for regularly monitoring income and expenditure budgets
- plans for communicating with everyone involved in delivering the portfolio, including any other organisations delivering individual projects
- procedures for managing quality and controlling changes to the individual projects (you will need to get our agreement before making certain changes).

3.9 What are the main risks to your portfolio and how will you manage them?

Draw up a table that lists the main risks that may affect the success of your portfolio. This will help you to plan ahead and be better prepared.

Example table

Description (describe the risk)	Impact (say what the impact would be – high, medium or low)	Probability (say how likely it is that the risk will happen – high, medium or low)	Existing controls (explain what controls you already have in place to manage this risk)	Action required (explain what you will need to do to put controls in place or to enhance existing controls)	Lead responsibility (say who is responsible for managing the risk)

About your organisation

3.10 How is your organisation managed?

Describe the management controls and procedures in place for your organisation including:

- the composition, structure and role of your management committee, steering group or equivalent
- procedures for recruiting, developing and managing staff and volunteers
- how you meet legal and good practice requirements, for example health and safety, child protection.

You should focus on how children's play is managed across your local authority and how this fits within the overall structure of the Council.

3.11 How will you take account of equal opportunities in your portfolio?

Tell us how your organisation meets our equality principles, listed at the start of the programme guidance notes.

Tell us how you will make sure that all the organisations you work with meet our equality principles.

Please confirm that all new posts will be recruited through an open process.

Tell us how you will make sure that the people or organisations that you are targeting will know about and have access to, the projects and can use the facilities and services provided by your portfolio.

Individual projects

3.12 How will the individual projects in your portfolio contribute to the overall strategy of the portfolio?

Tell us about the individual projects that make up your portfolio by copying and completing Appendix A. There are help notes on the form about what information you should provide.

Section 4. Your portfolio budget

This section will show us how much your portfolio will cost and what you will spend our funding on.

Expenditure general information

In the application form, you must provide a portfolio budget showing the total project costs of your portfolio and the level of contribution required from us. You need to be able to justify the amount you have asked for and how you have calculated the project costs.

If you would like the grant to fund salaries you must ensure that you include extra costs such as National Insurance and pension contributions.

What to do when completing your application:

- use the budget headings we have provided
- the budget should show the cash cost for the portfolio, ignoring any in kind contributions that you believe you will receive (this means that your budget is based on what you intend to raise and spend)
- check the eligibility of the items you are requesting funding for against our guidance in appendix one
- only include costs that relate to the portfolio described in this application
- you must keep detailed notes of how you arrived at the figure under each budget heading as we may ask you to explain the figures in more detail
- be realistic about the costs you believe you will incur for your portfolio (getting cost estimates is a good way of doing this) – please note, we cannot increase a grant after it has been made to cover costs that were not identified in your application, or to cover inaccurate cost estimates, for example, wage increases
- you can include up to three per cent inflation per year for revenue items, from year two of your portfolio onwards
- check your figures and additions carefully to ensure they add up.

4.1 Management costs

These are the costs that you will incur in managing, co-ordinating and monitoring the portfolio as a whole. Check the eligibility of the items you are requesting funding for against our guidance in Appendix one.

Make sure that the contribution you are seeking towards the costs of managing the portfolio is not more than 10 per cent of the total value of your allocation.

4.2 Total portfolio costs

These are the total costs for your portfolio as a whole. They should include the total costs of your individual projects, together with your total management costs. Please check your figures and additions carefully to make sure they add up.

4.3 Amount requested from Big Lottery Fund

Tell us how much grant you will need from us in each year of the portfolio. You should break the yearly contribution down into capital and revenue individual project costs and capital and revenue management costs.

4.4 Funding from other sources

Tell us about any other cash income that you expect to secure towards the costs of the portfolio. For each source, please specify if you have secured the money or when you expect to know if this funding has been secured.

If you intend to use funding from your organisation to support the portfolio, please include recent evidence that you have these funds available (for example, minutes of a council committee meeting).

4.5 Value Added Tax (VAT)

We need to know that you have considered your VAT position for your portfolio. When calculating the total cost of your portfolio 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 portfolio 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.

Advice and support

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

Call or email us with any questions you have. Contact details can be found in Appendix three, along with contact details for the Children's Play Council.

We also work closely with a range of other funders and have set up links to these on our website.

Appendix one

Eligible and ineligible costs

For help in completing your budget and in working out your overheads please refer to information on our website.

The following lists give you an idea of the type of expenditure that we can and cannot fund. They are not exhaustive and when we assess your application we may find other items that we cannot fund.

Management costs

You can ask us for all of the direct costs of managing the portfolio of projects. However, these must be no more than 10 per cent of your total allocation.

Eligible management costs include:

Revenue

- salaries of staff associated with the management of the portfolio, including any extra costs, such as pensions and National Insurance
- recruitment of staff associated with the management of the portfolio
- expenses of staff associated with the management of the portfolio, including travel, accommodation, phone bills and stationery
- rent, heating, lighting, maintenance and insurance for office space and buildings only used for managing the portfolio
- training of staff managing the portfolio
- monitoring and evaluation of the portfolio
- marketing and publicity for the portfolio
- professional and legal fees for the portfolio incurred associated with revenue expenditure on the portfolio.

Capital

- office equipment necessary for managing the portfolio.

Ineligible management costs include:

- costs incurred or expenditure committed, before we award 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 manage the portfolio
- travel outside the UK
- funds to build up a reserve or surplus, whether distributable or not
- loan repayments
- contributions to general appeals.

Capital

- purchase of land or buildings (ineligible as a portfolio management cost)
- building and engineering works (new build, extension, refurbishment, modernisation or conversion)
- transport
- routine repairs and maintenance
- personal equipment not essential to the management of the portfolio
- maintenance equipment, fixed or loose equipment or office equipment which is not essential to management of the portfolio.

You must be able to provide a breakdown of management costs and explain how they have been calculated if we ask.

Individual project costs

By a project, we mean a piece of work that is new or a discrete part of the everyday work of the organisation delivering the individual project.

We will pay for the direct costs of all individual projects. By direct costs we mean:

- the cost of employees, volunteers, equipment, space or activity used only in the individual projects you want us to fund.

Eligible individual project costs include:

Revenue

- salaries of project workers, including any extra costs, such as pensions and National Insurance for the individual projects
- salaries of management staff who only supervise project staff, including any extra costs, such as pensions and National Insurance for the individual project
- recruitment of staff who will work on the individual projects
- expenses of project staff and volunteers, including travel, accommodation, phone bills and stationery
- rent, heating, lighting, maintenance and insurance for office space and buildings only used for the individual project
- training of staff and volunteers working on the individual projects
- monitoring and evaluation of the individual projects
- fundraising for continuing the individual projects after our grant is over
- marketing and publicity for the individual projects
- professional and legal fees for the individual projects incurred associated with revenue expenditure on the project.

Capital

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

If you are awarded a capital grant over £50,000 for an individual project, we are likely to require you to obtain, in respect of that project, specific legal documents such as legal opinion, certificate of title, deed of dedication, restriction on title or legal charge. We will provide standard forms of these documents for use by your solicitor.

The cost of providing such legal documents are eligible project costs, which we will fund, and you should budget for the cost of providing these documents for any individual project.

Detailed guidance is available within our Land And Building Guidance Notes For Portfolios on the level of fees you should budget for.

Ineligible individual project costs include:

- costs incurred or expenditure committed, before we award 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 individual project
- travel outside the UK
- funds to build up a reserve or surplus, whether distributable or not
- loan repayments
- contributions to general appeals.

Capital

- routine repairs and maintenance
- general improvements to public areas unless they are essential to the individual project
- personal equipment not essential to delivering the individual project
- maintenance equipment, fixed or loose equipment or office equipment which is not essential to the individual project
- for capital projects of less than £50,000, the purchase of a leasehold of less than five years
- for capital projects of between £50,000 and £250,000, the purchase of a leasehold of less than 10 years.

We may also make a contribution towards the overheads of running each of the organisations involved in delivering the individual projects.

You must be able to provide a breakdown of individual project costs (both direct costs and overhead costs) and explain how they have been calculated if we ask.

Appendix two

Standard terms and conditions

New Opportunities Fund operating as the Big Lottery Fund Standard terms and conditions for portfolio grants

If you do not understand any part of these terms and conditions or want us to explain any of them further, please contact the member of staff who is handling your grant at BIG. However, please note that the standard terms and conditions of grant are not negotiable.

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 “portfolio” means the portfolio of projects 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. This includes the agreed individual projects and the organisations that will deliver them, as listed in the grant offer letter.

“Assets” are items whose purchase, construction or improvement are funded in total or in part by a capital grant, that cost or are valued at (whichever is higher) £500 or more, and have a useful economic life of three years or more (based on normal accounting practice). This includes items bought or owned by third parties delivering individual projects.

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

1. In general

- 1.1 We will use the grant exclusively for the portfolio. 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 12.8 occur. The term “on trust” means the legal relationship that exists between us while we are using the grant for our portfolio.
- 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 or our executive team, if we are a statutory organisation, receive a copy of these terms and conditions while the grant agreement remains in force.
- 1.4 If asked by you, we will provide a certificate from our solicitors stating that we are correctly constituted and regulated and that the receipt of the grant and the delivery of the portfolio are within the scope of our governing document.
- 1.5 We understand that these terms and conditions are not negotiable and will not be changed.

2. The portfolio

- 2.1 We will get your written agreement before making any change to the portfolio or to its aims, structure, delivery, outcomes, duration or ownership. We will get your written agreement before changing the agreed individual projects or the organisations that are delivering them.
- 2.2 We will start at least some of the individual projects within 12 months of the date of the grant agreement. If we cannot meet this date we will write to you giving reasons for the delay and asking for an extension.
- 2.3 We agree to make satisfactory progress with the portfolio 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 portfolio from anyone else at any time during the portfolio. We will tell you of any additional income received for the portfolio, including interest earned on the grant income.
- 2.6 We shall secure any other funding needed for the delivery of the portfolio, as detailed in our application, in good time and will provide evidence of this that is acceptable to you.
- 2.7 If we spend less than the whole grant on the portfolio, we will return the unspent amount to you promptly. If the grant part-funds the portfolio, we will return the appropriate share of the unspent amount to you.
- 2.8 We will take reasonable steps to obtain value for money when buying goods and services in connection with the portfolio by obtaining quotations or applying competitive tendering. If any part of the grant is to buy services or a series of related services costing more than £10,000 we will put the order out 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 legislation on procurement.
- 2.9 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 portfolio, including job advertisements, accounts and public annual reports, or in written or spoken public presentations about the portfolio.
- 2.10 We hereby consent to any publicity about the grant and the portfolio 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.
- 2.11 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.
- 2.12 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 change.

2.13 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, including (but without limitation):

- employment legislation
- health and safety legislation
- child and vulnerable adult protection legislation, including if appropriate, gaining registration (and providing us with evidence that this has been done) under the Children’s Act 1989 or the Children (Northern Ireland) Order 1955 before any payment can be made
- Freedom of Information legislation.

We will ensure that we have an equal opportunities policy that is implemented and reviewed regularly. If our portfolio involves work with children, young people or other vulnerable groups we will also have an appropriate protection policy, 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.

2.14 If we are a charity, we will register with the Charity Commission or the Scottish Charities Regulator if our income goes over their minimum exemption figure.

2.15 We will maintain adequate insurance with reputable insurers to cover all legal and other liabilities at all times. This includes employee and public liability insurance and insurance that covers the full replacement value of any assets you have funded for the asset monitoring period (see clause 9.6). If asked, we will supply copies of current policies and evidence of premium payment to you. If we are a statutory organisation we may choose not to take out insurance on assets you have funded. But if the assets are lost, damaged or stolen, we will replace them as soon as practicable at no further cost to you.

2.16 We will acquire and maintain all necessary consents, resources and expertise to deliver the portfolio.

2.17 We have and will keep in place adequate procedures for dealing with any conflicts of interest.

2.18 We have and will keep in place systems to prevent fraud.

2.19 You have the right to reproduce any of our application or subsequent information supplied by us to you for any purpose, including publication, as you see fit.

3 Our organisation

3.1 We will get your written agreement before:

- changing our governing document, (unless we are a statutory organisation) 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
- transferring our assets to, or merging or amalgamating with, any other body, including a company set up by us
- changing our organisation's ownership, composition, structure or key personnel.

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 portfolio 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, the Office of the Scottish Charities Regulator, 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. Contracts between us and third parties delivering individual projects

4.1 Even though we may sub-contract individual projects to third parties, we understand we remain accountable for delivering the portfolio and for keeping all of the grant terms and conditions.

4.2 We will ensure that the payment of grant funds to third parties is subject to a contract containing reasonable and adequate terms and conditions to safeguard the grant and all relevant obligations from this grant agreement. These terms and conditions must include provisions for third parties to repay grant funds if any of the events listed in clause 12.8 occur.

4.3 We will ensure that third parties are bound by the requirements covering portfolio assets set out in Section 9 'Grants for Assets and Services'.

4.4 We will ensure that third parties maintain adequate insurance cover in line with clause 2.15.

4.5 We will ensure that third parties follow your branding and publicity guidelines at all times.

4.6 You the right to have any contract between us and a third party novated to you (or a new organisation) if any of the events listed under 12.8 occur.

4.7 You also have the right (under the Contracts (Rights of Third Parties) Act 1999) to enforce any of our rights under the contract with a third party. The third party contract must contain a provision that these rights may not be altered or extinguished without your written consent.

4.8 If we recover money from a third party, we will repay this money immediately to you, unless you agree otherwise in writing.

5. VAT

- 5.1 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.
- 5.2 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.
- 5.3 We will notify you immediately if any irrecoverable VAT claimed under the grant becomes recoverable.
- 5.4 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.
- 5.5 If you have funded all of the VAT costs for our portfolio, we agree to refund immediately all of the VAT we recover to you.
- 5.6 If you have funded a proportion of the VAT costs for the portfolio, we agree to refund immediately the same proportion of the VAT recovered to you.

6. Our annual report and accounts

- 6.1 We will comply with all relevant laws regarding the submission of accounts, audit or examination of accounts, annual reports, and annual returns.
- 6.2 We will acknowledge your grant in our annual reports and accounts covering the period of the portfolio.
- 6.3 We will show your grant and related expenditure as a restricted fund under the description "Big Lottery Fund Grant" in our organisation's 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.
- 6.4 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 10 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. If a statutory authority, we will send you our accounts, signed and audited as required by the appropriate regulations.

- 6.5 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.
- 6.6 We will report regularly and fully to all members of our governing body on the financial position of our organisation.

7. Monitoring

- 7.1 We will monitor the progress of the portfolio and complete regular reports as you require using the forms you send us.
- 7.2 We will send you any further information you may ask for about the portfolio or about our organisation, and its activities, the number of jobs created by the portfolio, 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 portfolio and evaluate your grants programmes.
- 7.3 We will fill in a final report on the portfolio 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.
- 7.4 We will tell you immediately in writing of anything that significantly delays, threatens or makes unlikely the portfolio's completion or significantly delays threatens or makes unlikely the completion of any individual project.
- 7.5 We will tell you immediately if there is to be any variation to or decrease in the portfolio outcomes.
- 7.6 We will comply with any reasonable requirements that you may have for site visits (including visits to individual project sites), compliance visits, and meetings with our officers or agents at any time during or after completion of the portfolio or during the asset monitoring period (clause 9.6).

8. Grants for Salaries

- 8.1 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.
- 8.2 If the grant is for a salary of a new post, we will make sure the vacancy is advertised externally, using appropriate media (including media that could attract disadvantaged groups). We will make sure every advertisement is in accordance with all current best practice and will acknowledge that you are the funder of the post. This applies to any re advertisement. The job description, a list of the publications where the advertisements were placed and a copy of the letter of appointment must be kept. We will send them to you if you ask for them.
- 8.3 We will maintain records of staff funded by you including their names, their salaries and their start, and, if appropriate, end dates and give you this information if you ask for it.
- 8.4 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 make sure third parties employing staff funded by you also meet this requirement. 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.

9. Grants for Assets and Services

- 9.1 If any part of the grant is to buy or build, refurbish, extend or alter buildings or land then we will comply with the terms of the standard capital grant conditions attached to the grant offer letter or any other conditions which you have required of us.
- 9.2 If any part of the grant is used to buy any capital items or a series of related capital items 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 legislation on procurement.
- 9.3 If the grant is for the purchase of 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.
- 9.4 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.

- 9.5 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. We will not change the purpose for which the portfolio assets are used during the asset monitoring period without your written approval. This includes assets owned by third parties.
- 9.6 We understand that you will monitor assets bought with the grant for the period shown in the following table. We will supply you with the information that you ask for and will allow you to inspect the assets for this period.
- 9.7 During the above asset monitoring period, we will maintain a detailed register of the portfolio assets and provide a copy of this every year or when new assets are acquired or disposed of (whichever is the sooner). The register must include details of the owner and location of the asset.
- 9.8 We will get your written consent before any disposal of assets within the above asset monitoring period. This includes any disposal by us, a third party or any party or any owner with an interest (whether equitable or legal) in the asset. 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.
- 9.9 We do not have any undisclosed loans on the capital assets. We will not take out any loans secured on any capital assets funded or part-funded by the grant unless we receive first your agreement in writing. Your agreement may be subject to conditions which we will have to meet.

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.
- 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 six months of the date of the grant offer letter; otherwise it will automatically lapse, unless you agree in writing to an extension.
- 10.3 We will submit payment claims by providing an up to date income and expenditure statement, plus a projection of future costs on the claim form you provide, plus any associated information asked for with the claim. Claims for grant payments shall be for individual project costs or portfolio management costs associated with the portfolio only and not for investments. Where the grant is claimed to cover estimated (rather than actual) expenditure, the grant holder can only include items that it expects to pay for during the period to which the claim relates. Grants for capital payments will not be paid unless supported by validated certificates and invoices, unless we agree otherwise in writing.
- 10.4 If we agree a grant claim, we shall pay it without unnecessary delay and normally within 30 days.
- 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 asset monitoring period (clause 9.6)
- 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 portfolio 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 You are not liable, except for death or personal injury resulting from negligence or for fraud:
- to any person for any matter arising in connection with the development, planning, construction, operation, management and administration of the portfolio
 - to us for any loss or damage arising directly or indirectly as the result of us complying with standard conditions or terms of grant.
- 12.3 We hold the grant on trust and may not transfer it, except for payments to third parties for delivering individual projects as agreed in the grant offer letter.
- 12.4 The grant agreement is solely between us and the Big Lottery Fund. The standard terms and conditions cannot be enforced by any other party.
- 12.5 We accept that you may share information about our grant, our organisation, our portfolio and any third parties 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 portfolio may be broadcast on television, on your website, in newspapers and through other media.
- 12.6 You will not increase the grant if we spend more than the agreed budget.
- 12.7 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.

12.8 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 sequestrated
- members of our governing body, volunteers or staff or any person or organisation closely involved in carrying out the portfolio act at any time during the portfolio dishonestly or negligently or in any way, directly or indirectly, to our detriment or to the detriment of our organisation or the portfolio 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, the Office of the Scottish Charities Regulator, Inland Revenue or other regulatory body
- we receive duplicate funding from any other source for the same or any part of the portfolio

- 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 portfolio 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.

12.9 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.

12.10 You may assign any of your rights under the grant agreement to any other or successor body.

12.11 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 portfolio.

13. Additional conditions

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

- we are in breach of the grant agreement
- you withdraw any part of the funding for the project
- any funding due from other sources for the portfolio has been withdrawn or otherwise cannot be used for the portfolio
- you judge that members of our governing body, volunteers or staff or any person or organisation closely involved in carrying out the portfolio act in a way that may have a detrimental effect on the portfolio 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 portfolio is delivered as set out in our application or following any agreed changes.

Appendix three

Useful contact details

Children's Play Council

8 Wakley Street
London
EC1V 7QE

Phone: 020 7843 6016
Website: www.ncb.org.uk/cpc

Big Advice line

Phone: 0845 4 10 20 30 (textphone for those with a hearing impairment 0845 602 1659).

For detailed policy queries relating to specific regions please call the following numbers. For general enquiries about applications please call the BIG Advice line.

Big Lottery Fund regional offices

North East

Phone: 0191 255 1100
Textphone: 0191 233 2099
Fax: 0191 233 1997
Email: enquiries.ne@biglotteryfund.org.uk

North West

Phone: 01925 626800
Textphone: 01925 231241
Fax: 01925 234041
Email: enquiries.nw@biglotteryfund.org.uk

Yorkshire and the Humber

Phone: 0113 224 5301
Textphone: 0113 245 4104
Fax: 0113 244 0363
Email: enquiries.yh@biglotteryfund.org.uk

East Midlands

Phone: 0115 934 9300
Textphone: 0115 948 4436
Fax: 0115 948 4435
Email: enquiries.em@biglotteryfund.org.uk

West Midlands

Phone: 0121 345 7700
Textphone: 0121 345 7666
Fax: 0121 345 8888
Email: enquiries.wm@biglotteryfund.org.uk

Eastern

Phone: 01223 449000
Textphone: 01223 352041
Fax: 01223 312628
Email: enquiries.ea@biglotteryfund.org.uk

London

Phone: 020 7842 4000
Textphone: 0845 039 0204
Fax: 020 7842 4010
Email: enquiries.lon@biglotteryfund.org.uk

South East

Phone: 01483 462900
Textphone: 01483 568764
Fax: 01483 569764
Email: enquiries.se@biglotteryfund.org.uk

South West

Phone: 01392 849700
Textphone: 01392 490633
Fax: 01392 491134
Email: enquiries.sw@biglotteryfund.org.uk

