

For use in 2008 only



The People's Millions Guidance notes



The People's Millions guidance notes year 4

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Accessibility

Please contact us to discuss any specific communication needs you have.

Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

We care about the environment

The Big Lottery Fund 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.

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Contents

Introduction	4
About The People's Millions	5
What types of project can be funded?	6
Who can enter?	8
What costs can be included?	10
How do I enter my project?	13
What happens next?	15
What will happen when?	18
What do you mean by...?	19
Appendix A – Number of grants per ITV regional news area	23
Appendix B – Work on land or buildings	24

Introduction

The People's Millions competition was launched in 2005 with two more rounds taking place in 2006 and 2007, so you might have seen it featured on ITV by now.

What it can offer you is the chance to get a grant for your project and also the opportunity to publicise the project on TV.

This booklet describes the competition in more detail and should help you decide whether to enter. We are directly involving the public in deciding which projects will be awarded a grant but, first, we will assess each entry on its merits.

If, having read the booklet thoroughly, you think your organisation is eligible and your project might be what we are looking for, please fill out and submit an entry form. You can either submit your entry online by visiting our website, www.biglotteryfund.org.uk/peoplesmillions or you can complete a printed copy of the form and send it to us in the post.

We do not ask for much information at the first stage, and there are some help notes on the form to guide you through it, but if you are stuck you can call the BIG advice line: 0845 4 10 20 30 (textphone for those with a hearing impairment: 0845 602 1659).



About The People's Millions

Through The People's Millions competition, we want to improve the environment – the buildings, amenities, public and green spaces and the natural environment – of local communities across the UK.

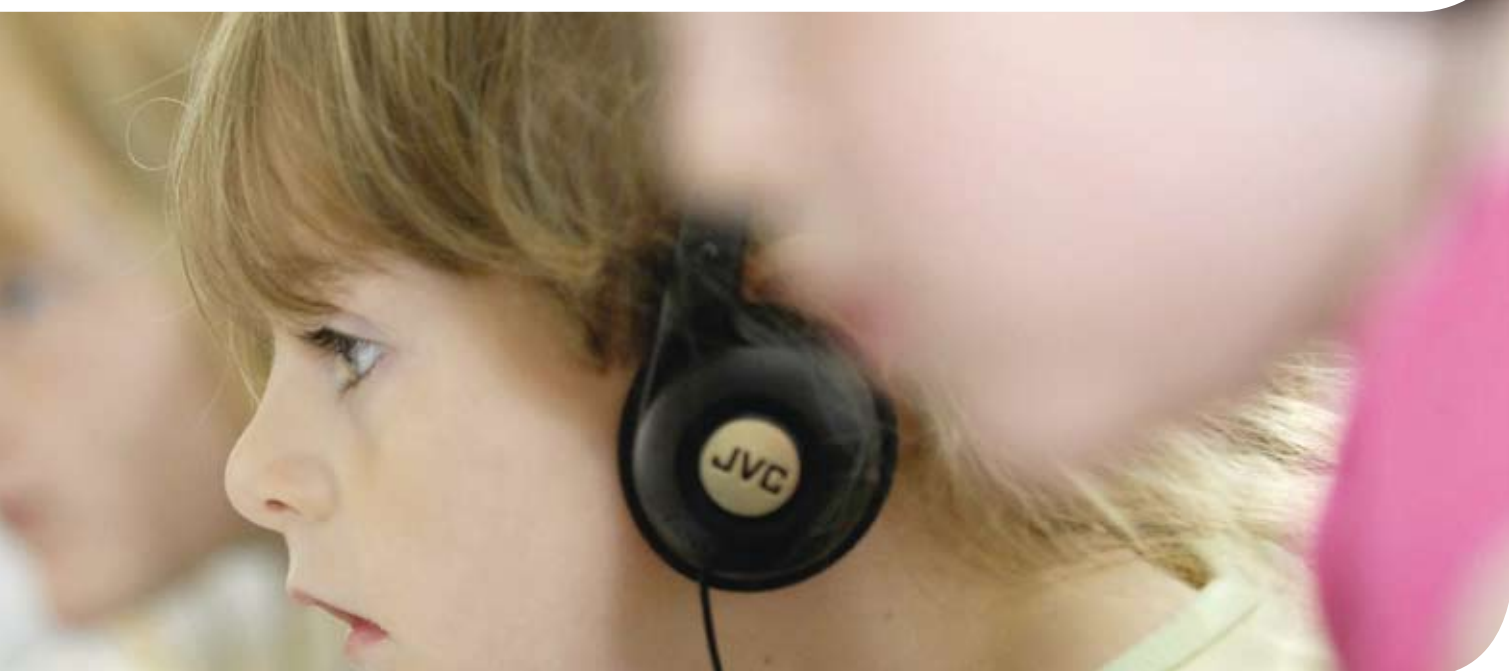
We have teamed up with ITV to give out Lottery funding to projects that will benefit local communities.

This is the fourth in a series of annual competitions. Last year awards totalling £6.4 million were made to 90 local projects right across the UK. A total of £5.5 million is available in 2008 and this year we will make grants of up to £50,000 each (plus VAT where applicable). The number of awards we have allocated to each ITV regional news area is shown in Appendix A on page 23.

Each year's competition is run independently and may have different rules. So if you entered in previous years and were not successful, you will need to submit a brand new entry form if you want to be considered again this year.

Shortlisted competition entries will be shown on local TV and viewers from that region will have a direct say – by non-premium rate phone voting – on which of them will get a grant. See the 'What will happen when?' section on page 18 of these guidance notes for details of when the voting will be taking place.

Bear in mind that we will only consider one project from each organisation per year. This means one project in total, anywhere in the UK, not one in each ITV region.



What types of project can be funded?

The aim of the competition is to fund projects that improve the quality of life of local communities through transforming the local environment, or provide opportunities or facilities for enjoying the local environment.

We are particularly interested in supporting community-based projects that can show that they will increase community involvement or help people who are most in need.

By a 'project' we mean a piece of work that is not part of the everyday work of your organisation. You must be able to start the project within three months of being offered a grant from us and finish it within a year of being offered the grant. For this year's competition, grants will be offered in early December 2008, so you will need to be able to start your project by March 2009 and finish it by December 2009.

We expect to fund projects costing at least £20,000. You may still ask for a grant if your project is smaller than that but you might have less chance of success as you may not be able to deliver the kind of impact that we are hoping for.

The maximum grant size is £50,000 (plus VAT) and the maximum total project cost must be less than £100,000 (plus VAT). If you are not asking us for all the money for your project but are using other money to fund part of the work:

- The People's Millions must be the majority funder*
- you must be able to show that you have already raised the extra money you will need.

*This is an area where confusion can easily arise, so please see page 20 for more information about what we mean by 'majority funder'.

Themes

Projects must meet one of the following four themes:

▶ **Making the local environment cleaner, safer or greener**

This could include setting up community allotments, tidying up communal areas, or redesigning spaces to make them less vulnerable to crime and make people more likely to use them.

▶ **Improving the local natural environment**

This could mean creating an urban nature reserve, clearing up an overgrown waterway or starting up a tree planting scheme.

▶ **Improving the design, appearance, or accessibility of local amenities**

You might want to add a playground to a local community centre, create a sensory garden, or open up a community facility to different people, perhaps by improving pedestrian, cycle or pushchair access or refurbishing a room so that it can be used by young people.

▶ **Providing opportunities or facilities for enjoying the local environment or local amenities**

You might want to run a series of activities to encourage your local community to get involved in your project or to encourage more people in your local community to use a local facility.

The ideas mentioned above are simply examples. Use your own imagination and don't let us limit your thinking: we will be open to any other ideas you might have that would fit one of these four themes.

We will welcome entries from all eligible groups, working in whatever type of community. Don't assume that the odds are stacked against you if you are a little-known group, you work outside the main areas of population in your ITV region, or if your project doesn't seem very 'glamorous'. As long as you have a good project and can present it in a way that captures the public imagination, you could still win.

To help inspire you, you can find a full list of last year's winners on our website www.biglotteryfund.org.uk/peoplesmillions but remember we are also keen to see new and different projects this year.

Funding priorities

We would be particularly interested in funding projects that:

- ▶ **Get people involved in their local community**
We want to help make community activities as open and accessible as possible to everyone who wants to take part. So rather than simply creating or improving amenities your project might also be about improving volunteering at existing community facilities: we want to encourage people from all backgrounds to get involved.
- ▶ **Help people who are most in need**
This might include projects working in especially deprived areas – whether urban or rural – or focusing on particular disadvantaged groups of people within the community.
- ▶ **Are original and imaginative**
We want to encourage new ideas that will inspire your local community. This could be a novel approach to improving the natural environment, a different way of involving people or a creative solution to a local problem.

You do not necessarily have to meet one or more of these priorities to get a grant but you will stand a better chance if you do.

Get people involved in their local community

Who can enter?

You can enter if your organisation is:

- a voluntary or community group
- one of the following public bodies: a local authority*, school, or statutory health body*
- a social enterprise*.

*See pages 20 - 22 for more details about what we mean by these types of organisation.

If you are a branch of a larger organisation, you can still enter but you might need the permission of your parent organisation. If we think you need this permission, we will ask you to provide evidence that it has been granted. Where we feel that a branch has a dependent relationship with its parent organisation, we will only accept one entry from anywhere within the organisational structure, not one per branch. Please contact us for further guidance on this subject.

We will not make grants to individuals.

We will not make grants to organisations that:

- are public bodies but that are not one of the types listed above
- are businesses that are run mainly for profit
- are based outside the UK
- are applying on behalf of another organisation
- do not have a written constitution*
- do not have a bank account of their own*
- do not produce their own annual accounts*.

*Public bodies do not have to show that they meet these requirements.



Remember that organisations can only enter one project into the competition this year. (Each school within a local education authority area will be viewed as a separate organisation and so can enter in its own right.)



We want to help make community activities as open and accessible as possible to everyone who wants to take part.

What costs can be included?

We are expecting to fund one-off capital costs mainly. For this competition, these could include:

- improvements to land for open spaces or allotments
- other forms of landscaping
- buying land or temporary buildings
- construction work (alteration, refurbishment or extension)
- improvements to access
- fixtures and fittings
- purchase of equipment.

We can also consider, under this heading, professional fees and statutory fees incurred when doing work on land or buildings.

You should include VAT if you will have to pay VAT on the goods or services that you buy with the grant money and you will not be able to claim it back.

It is important that you know your VAT position as we are not able to add VAT to grants once they have been awarded.

If your project involves work on land or buildings make sure you read Appendix B on page 24 carefully, as we need to know how likely it is that you will get any legal permission you need from the land owner or your local authority.

Although we are expecting to fund mainly one-off capital costs, we can also, in some instances, fund revenue (or 'running') costs.

For this competition, these might include the following:

- sessional staff costs – to run activities or to carry out community development or outreach work that will increase long-term community use of an amenity*
- volunteer costs
- marketing costs
- venue hire
- travel costs
- monitoring and evaluation activities
- training and capacity-building costs.

*You could, in some circumstances, ask us to pay for the costs of salaried staff, but you would have to convince us that when our grant is over, the post would either naturally come to an end because the work is finished or that you would be able to carry on funding the post. We do not want your organisation to take on a long-term commitment that you would struggle to meet.

If you have a project that mainly, or exclusively, requires revenue funding it could still be eligible if it would transform the local environment and make a long-term difference to quality of life in your community, or provide opportunities for enjoying the local environment or local amenities.

Although we cannot fund your organisation's current projects and activities, if you are a voluntary and community sector group or a social enterprise you can apply for a contribution towards the organisational overheads associated with the project. See page 21 for further details about organisational overheads.

We want to encourage new ideas that will inspire your local community.



We will not pay for:

- the cost of buying a building (other than a temporary building)
- the cost of constructing a new building
- activities that are part of statutory obligations or replace statutory funding, including curricular activity in schools
- projects that have already happened
- existing projects or activities
- goods or services that you buy or order before you receive an offer of grant
- projects with high on-going maintenance costs – unless your group can show that it has the skills and funds to maintain them once the grant has run out
- annual events
- activities that promote religious beliefs
- political activities
- general appeals
- endowments
- down payments on loans or loan repayments
- second-hand road vehicles (including second-hand minibuses)
- feasibility studies
- items which only benefit an individual: for example, scholarships or bursaries.

How do I enter my project?

There are three ways of entering your project into the competition.

1. By applying online

You can complete and submit a simple online entry form by going to our website:
www.biglotteryfund.org.uk/peoplesmillions

You will also need to print out, sign and send a copy of section 5 to the relevant address on page 14. If you are an unincorporated organisation you may also need to send us a signed copy of your organisation's governing document. We explain what we mean by "unincorporated organisation" on page 22.

2. By printing a copy of the entry form from our website

You can print out and complete a blank entry form from our website using the link above, and send it to the relevant address on page 14. If you are an unincorporated organisation, you may also need to send a signed hard copy of your organisation's governing document.

3. By completing the enclosed entry form

If you have received a hard copy of this booklet, it contains an entry form that you will need to complete and send to the relevant address on page 14. If you are an unincorporated organisation, you may also need to send a signed hard copy of your organisation's governing document.

Please see page 19 for details of when a governing document is required.

We can generally only accept online or hard copy entry forms. We do, however, welcome alternative formats when there are particular communication needs. Please discuss this with us if you think this applies to you. Note that all entries must contain original signatures.

Please do not send us any other materials as we will not look at them: if we need any further information we will ask for it.

All entries are made at your own risk. We will not be liable for loss, damage or costs arising directly or indirectly from:

- the selection process
- a decision not to award you a grant
- dealing with the grant.

You must not try to influence the success of your entry by approaching a Board member, a member of a decision-making committee or a member of our staff.

Help people who are most in need.

We must receive all entries by 12 noon on Thursday 15 May 2008. It is a good idea to send your entry to us as soon as it is ready and, if sending it through the post, to allow plenty of time for the postal system. Unless there are exceptional circumstances, such as postal strikes, we will not accept any entries that arrive late. You should send your entry, or if entering online, section 5 of the form, to the Big Lottery Fund office that will be dealing with entries from your ITV regional news area. (See page 20 for further details on how to work out which is the right ITV regional news area for your project.)

These are as follows:

<p>ITV Border, stv central and stv north Big Lottery Fund Scotland Office 1 Atlantic Quay 1 Robertson Street Glasgow G2 8JB Phone: 0141 242 1400 Textphone: 0141 242 1500</p>	<p>ITV Ulster Big Lottery Fund Northern Ireland Office 1 Cromac Quay Cromac Wood Ormeau Road Belfast BT7 2JD Phone: 028 9055 1455 Textphone: 028 9055 1431</p>
<p>ITV Wales Big Lottery Fund Wales Office 2nd Floor Ladywell House Newtown Powys SY16 1JB Phone: 01686 611700 Textphone: 01686 610205</p>	<p>All other ITV regional news areas in England The People's Millions Team Big Lottery Fund 2 St James Gate Newcastle-upon-Tyne NE1 4BE Phone: 0191 376 1600 Textphone: 0191 376 1776</p>

What happens next?

In this section we explain the process for the competition. We have shown the associated dates in the timetable that follows.

1. We will acknowledge all entries

If you apply online you will receive an email confirming that we have received your entry. We will attach a copy of your entry form so that you can print out section five and send it to us. You must send us this (and your governing document if required) within five working days of receiving our email. Our staff will check that you have completed all the relevant sections and provided any extra information required on time.

If you send us an entry in the post we will write to you within 10 days to let you know that we have received it.

2. We will check that entries are complete

If you send us your entry through the post, our staff will check that you have completed all the relevant sections, provided the necessary signatures and included a copy of your governing document if required.

Your entry form is a legal document and if it is incomplete we will aim to request the required information. However, please be aware that the high number of entries that this programme attracts, together with the tight timescales we have to work to, means that we may not be able to give you any more time to supply any information that is missing. For this reason we strongly recommend that you enter early.

3. We will check that your organisation and your project are eligible

We will do this by looking at the status of your organisation, your governing documents (if you are required to submit them) and how well you have managed any previous grants from us.

We will also check that your project:

- meets our definition of a project
- fits within the aim of the competition
- meets one of the themes
- does not include any ineligible costs
- is within our funding rules on maximum grant size and (where we are being asked to part-fund a project) on majority funding.

If it is clear from the information in your entry that it does not pass these tests then we will reject it at this stage. We are unlikely to be able to check any facts with you before doing so. If we reject your entry, we will write to explain why.

4. A committee will produce a shortlist of projects

We expect the number of entries to be far more than the number of grants that we have available so we will ask a committee to draw up a shortlist of entries from your ITV regional news area.

The committee will be made up of one or more members of the public from your ITV region, a community or regeneration expert, a member of the Big Lottery Fund Board and a representative from ITV.

In deciding whether or not to shortlist your project they will take into account factors such as:

- how well your project meets the funding priorities for the competition (outlined on page 7)
- whether the project is good value for money
- how feasible it is
- whether it will create a lasting impact
- how you will keep the work going after the grant ends (if relevant)
- any risks involved.

The committee will also try to get a good spread of different types of project on the shortlist and will ensure that no one area within the region is over-represented.

They will also bring the projects on the shortlist together into pairs. The number of pairs will equal the number of rounds of head-to-head public voting (see section 8 on page 17).

In deciding on how to pair projects, the committee will take account of the type of project, the people that are likely to benefit from it, its location and the size and type of organisation delivering it. As far as possible, they will try to create the best fit of pairs so as not to put one or other project at an obvious disadvantage. Clearly, however, no two projects will be identical.

The committee will also draw up a reserve list. The same number of projects will go on the reserve list as on the shortlist. As there are four head-to-head competitions in each ITV regional news area, the shortlist will contain eight projects and the reserve list will contain another eight projects.

Each project on the shortlist is matched with a project on the reserve list, so that if a shortlisted project drops out or we have to reject it for any reason, then we can easily replace it with another, broadly equivalent, project. We will write and let you know the committee's decision on your entry. Our letter will make it clear if you are on the shortlist, on the reserve list, or if you have been unsuccessful.

- ▶ If your entry is on a shortlist, this means that we will be taking it to the next stage in the process. See sections 5 and 6 for more details.
- ▶ If it is on a reserve list, there may still be an opportunity for it to progress further, but there is a limited chance of this happening. This is explained in section 5.
- ▶ If it is not on either list, then we will definitely not be taking it any further.

The committees are likely to have too many good projects to choose from and will have to make some difficult decisions about which projects to include on the lists. We regret that we are unable to give feedback as to reasons why particular projects were not successful at this stage of the process.

5. We will ask for more information from projects on the shortlist and reserve list

If your project is shortlisted, we will ask you to send us a project plan. When we write to you we will tell you what the plan needs to include but we have also given details in the 'What do you mean by ...?' section on page 21 – in case you want to start pulling the information together sooner than that. If you plan to do work on land or buildings please also read Appendix B on page 24 carefully.

You will also need to send us evidence that you have a suitable bank account and a copy of your most recent annual accounts (unless you are a public body) to help us assess the financial health of your organisation.

We will also ask organisations whose projects are on the reserve list to send us the same type of information. We will use it if we discover that any of the shortlisted projects are not fundable and need to add another project to the shortlist. We will let you know whether we need to do this.

We cannot tell you what the chances are of your project being brought forward from the reserve list, as this depends entirely on whether or not we discover a problem with the shortlisted project that yours is matched with. Unfortunately, we cannot predict this in advance.

At this stage, we will not be able to tell you which project yours is paired with, as there may have to be some changes to the list once we have carried out more detailed checks on the projects that have initially been put on it (see section 6).

A representative from all organisations that reach the shortlist or reserve list will be invited to media training to help them to present their project on television. We appreciate that not all the shortlist and reserve list projects will be featured on television, but media training may be useful for help in attracting publicity in the future. Organisations who have attended media training in previous years have enjoyed it and found it valuable.

We will send you an invitation to the training event for your ITV region if your project has been shortlisted or put on a reserve list.

6. We will check shortlisted projects more thoroughly

The final decision on which projects to put forward to the public vote will be made by the Big Lottery Fund. We need to ensure that every shortlisted project is one that, if successful, we would be able to fund.

So once we have received your project plan we will contact you to arrange a site visit. If you do not send us your project plan by the deadline, we will reject your entry.

We will also speak to your referee* to get information or views from them.

If at this stage we judge that your project is not feasible or that your organisation does not have the capacity to deliver it successfully, we will reject it and look for a replacement from the reserve list.

*See page 19 for guidance on choosing a referee.

7. We will draw up a final shortlist

We will let you know whether your project has made the final shortlist – and if not, why not.

If your project is on the final shortlist, representatives from your organisation will need to take part in the making of a short film, around one to two minutes long, which will be shown in the relevant regional news

programme. We will tell you which project yours is paired against and the date the contest is due to be broadcast, but you will need to arrange the time and details of the filming with the ITV company. As a guide, there will normally be three people on the film crew and filming will usually take no longer than half a day. The pairings and the scheduling will have already been agreed by this stage, so please do not ask us to arrange a swap, as we will be unable to do so.

8. TV viewers will vote for the winners

Over a number of evenings, short films will be shown, on the regional news programme, about both projects in each pair. ITV viewers will vote for the projects in their local region they think should receive funding. This will be done on a 'head-to-head' basis; the one receiving more votes out of each pair will be declared that day's winner.

9. We will make grant offers

The Big Lottery Fund's Board will make a formal offer to the winning organisations after the vote. Our letter will be an offer of grant and will be subject to certain terms and conditions. (A copy of the People's Millions terms and conditions is available on request.) We will also send you details of how to claim your grant and what our requirements will be for monitoring the project.

There will also be one bonus award in each ITV regional news area, which will be offered to the project that scored the most votes during the week but which did not win a head-to-head vote.

We are not able to offer any monetary consolation prizes, but we hope that all projects will benefit from the publicity and training received and that this might create opportunities to secure funding from other sources. Organisations that have entered previously have told us that this was the case. If your project reached the final stage but was not successful, we will also let you know if we think it might be suitable for any of our other funding programmes instead.

What will happen when?

Date	What will happen...	What you need to do...
18 March 2008	Launch of competition.	Start completing your entry form and your monitoring form.
15 May 2008.	Closing date.	Get your entry to us by noon on Thursday 15 May 2008.
June 2008	We write to confirm receipt of all entries.	
Weeks beginning 28 July and 4 August 2008	Committees shortlist projects.	
Week beginning 18 August 2008	<p>We write to all organisations that have entered.</p> <p>We ask for further information, in the form of a project plan, for those projects that have made it onto the shortlists or the reserve lists.</p> <p>We invite all projects on the shortlists and reserve lists to attend media training.</p>	<p>Wait to hear if your project has made it onto the shortlist, the reserve list – or has been unsuccessful.</p> <p>You must send us the project plan by the deadline we give you. Please note that this is likely to be two to three weeks from the date of our letter.</p> <p>Wait for – and respond to – an invitation to attend the training.</p>
September 2008	Assessment of shortlisted projects.	You must be available to meet a member of our staff on a visit.
September and October 2008	Media training for organisations with projects on the shortlists or reserve lists.	
Week beginning 27 October 2008	Final shortlist of projects confirmed.	Wait to hear if your project has been included.
29 October 2008	Public announcement of final shortlist of projects.	
November 2008	ITV film projects.	Make yourselves available for filming by your local ITV company.
Week beginning 24 November 2008	TV airing of projects and public vote.	Watch your local ITV news programme.
	Winners announced (the day after the vote).	Wait for our phone call.
28 November 2008	Announcement of bonus awards.	Wait for our phone call.
Week beginning 1 December 2008	We make written grant offers to the winners.	Accept our offer within four weeks.
	We discuss the timing of the project with you.	Meet any requirements we have before you start the project.
By March 2009	Projects must have started.	Work with us to make your project a success.
By December 2009	Projects must have finished.	Make sure that you have completed your project and claimed all your grant money.

What do you mean by...?

You might not be familiar with some of the terms that we have used in these guidance notes. Or we might be using them in a slightly different way from the way you are used to. So in this section we have provided some further explanation and clarification.

Accessibility

We believe that accessible services are those that people can use relatively easily, without spending too much time and money, and are sensitive to the different needs and cultures of the people using them.

Annual accounts

We will ask to see your annual accounts or financial projections if your project is on the shortlist or reserve list.

These should show all the income received and items of expenditure for the last year.

If your group has been running for less than one year, you will not be able to give us this information. So instead we need financial projections from you. These should contain estimates of your income and spending for a year from the start of the project.

Governing document

Your organisation's governing document is the document that you have adopted to show how you run and what you intend to do. It may also be known as the set of rules, the Trust Deed or, in case of companies, the Memorandum and Articles of Association.

If you are an unincorporated association and not registered with the Charity Commission or the Office of the Scottish Charity Regulator (OSCR) you will need to send us a signed copy of your governing document (for example, constitution, set of rules or trust deed) or if your organisation is based in Northern Ireland, you will need to send your governing document or confirmation that you are

registered with HM Revenue and Customs (formerly Inland Revenue) as exempt for tax purposes.

We will also check that your proposed project is within your organisation's powers, as described in the governing document; if it is not, we will not be able to fund it.

Public bodies do not always have a governing document, so they are exempt from the requirement to send us a copy of one. There are also a very small number of types of voluntary and community sector organisation, such as Parochial Church Councils, which do not have to send us a copy of their governing document. If you think this might apply to you, please contact us before you submit your entry form.

Independent referee

This needs to be someone who knows enough about your organisation and your work to be able to talk to us about them – and about this project in particular.

They could be:

- a representative of an organisation that funds your work
- a representative of an organisation which you have worked with in the past
- someone with whom your organisation has a professional relationship.

They should not be...

- a current member of your group, 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
- someone who will benefit directly if you get a grant.

You might choose someone like a local councillor or an officer from a development agency such as a rural community council or council for voluntary service. But remember that they need to know your organisation and your work well enough to be able to talk to us about them in some detail. There is no point in providing the name of someone that you think is important or influential if they know little about what you do.

Remember to check that the person you choose is likely to be available in September 2008, which is when we would want to speak to them.

ITV regional news area

There will be separate awards in each ITV regional news area, as shown in Appendix A, so we need to know which region to allocate your project to.

To do this, we need you to decide in which ITV regional news area most of the people benefiting from your project live. The way to work it out is to find out which local ITV news programme they pick up. It is really important that you check this carefully before you submit your entry because it is very difficult for us to change the ITV region at a later date.

If you think your project might cover more than one region, or if people in the area have a choice of which ITV regional news programme they tune in to, please give us the main one.

If the ITV regions change during the year your project may come under a different region. We will let you know if this happens.

Please note that we can only fund projects in the UK so projects in the Republic of Ireland, the Channel Islands and the Isle of Man cannot enter.

Local authority

For this competition, we are using the following definition:

- England: parish councils, town councils, district councils, county councils, unitary authorities, metropolitan authorities, and London Boroughs
- Northern Ireland: borough, city and district councils
- Wales and Scotland: unitary authorities and community councils.

Majority funder

By 'majority funder', we mean that The People's Millions grant, if awarded, would be contributing more than half of the total project costs.

There are three important things to remember:

- ▶ The total cost of your project must be less than £100,000 plus VAT. You cannot apply to us for a grant as a contribution towards a project that will cost £100,000 plus VAT or more, as this is over the total project size allowed.
- ▶ You can ask us to fund up to £50,000 plus VAT of the full cost of your project. However, if you have already raised some money towards it or have secured another grant and want to put this money towards the project, Big Lottery Fund must be the majority funder. That means our grant must pay for more than half the total cost of the project.
- ▶ If you are putting other money towards your project, you must be sure that this money is already secured when you apply.

Organisational overheads

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 your overheads. 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 revenue and capital costs you are asking us to fund.

We will discuss this with you in more detail if your project is shortlisted.

Organisations applying on behalf of another

We will only make grants to organisations that will actually be running the projects for which they are seeking funding. So, for example, it would not be acceptable for one organisation to apply to us for a grant, and then, when successful, hand it over to another organisation for them to manage the project. If we discover that you would simply be passing the money on to another organisation, then we will reject your entry.

We welcome organisations working in partnership with others to run their projects, but such partnerships need to have a lead member organisation which is prepared to take overall responsibility for the project and any grant awarded. The entry form should be submitted by the lead member, which will – unless it is a public body – need to have a constitution of its own to demonstrate its eligibility for a grant.

Project Plan

If your project is shortlisted we will ask you to send us a project plan. We will let you know what areas we need to see included.

If you want to start preparing it now, then you should be aware that it will need to cover the following, as a minimum:

- ▶ How you know there is a need for the work and what that need is.
- ▶ The aims and objectives of the project, including who will benefit from it – and how you know.
- ▶ Who will do the work – and when.
- ▶ How you will involve members of the local community.
- ▶ Why your organisation should be the one that manages the work – including a summary of your organisation's skills, experience, track record and commitment to equality.
- ▶ How much it will cost – and how you have calculated this.
- ▶ How it will make a lasting difference to the local environment and to quality of life in your community.
- ▶ How it meets our funding priorities, if any.
- ▶ Who would manage any work required beyond the period of the grant and how you would pay for it.

Do not worry about how you are going to present this information. It will just need to be clear and easy to understand.

Social enterprise

A business with primarily social objectives whose profits are mostly reinvested in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners.

Statutory health body

For this competition we mean the following:

- England: Primary Care Trusts, NHS Trusts, NHS Foundation Trusts, and Strategic Health Authorities
- Northern Ireland: Health and Social Services Boards, Health and Social Services Trusts, and Local Health and Social Care Groups
- Wales: NHS Trusts and Local Health Boards
- Scotland: NHS Boards, Special Health Boards, and NHS Trusts.

Unincorporated organisation

This is an informal organisation working under a set of rules for a specific purpose. If you are an unincorporated organisation, you may also need to send us a hard copy of your organisation's governing document. Please see page 19 for details of when a governing document is required.

Appendix A

Number of grants per ITV regional news area

We will be awarding four grants and one bonus award in each ITV regional news area across the UK, as shown below:

Anglia – East

Anglia – West

Border

Central – East

Central – West

Granada

London

Meridian – South

Meridian – East

stv central

stv north

Thames Valley

Tyne Tees

Ulster

Wales

West

West Country

Yorkshire

Appendix B

Work on land or buildings

There are certain types of information that we need to collect from you if you are planning to do work on land or buildings. This section sets out what we will need to know and when we will need to know it.

When you enter the competition

At this stage we will just ask you to tell us who owns the land or building that you plan to work on. If we were to offer you a grant and you did not own the land, then before we could pay you any money you would need to get a lease or other form of written permission from the owner giving you legal permission to use the land or building for the project.

However, at the entry stage of the competition you do not need to have an agreement in place. We just need to know that you have asked the property owner about your chances of getting such an agreement. This helps the committee to make a judgement about the level of risk involved in giving you a grant. One of the things they look at is how likely you are to get the necessary permissions in time to deliver the project within the required timescales for this programme.

To be able to do the work, you may also need to obtain a number of statutory permissions. These might include:

- planning consent
- change of use approval
- approval under the Building Regulations
- Listed Building consent
- Party Wall agreements.

However, this list is only a guide and you may find that you need other types of permission for your particular project. It would be a good idea to speak to people such as your local authority planning or building control department, fire officer or environmental health officer to find out what permissions you will need. Tell us what they said. You do not necessarily have to get quotes for the work at this stage as we just need a rough cost estimate – but it does need to be a reasonably realistic figure. If you are proposing to carry out any work on land or buildings we would encourage you to include a contingency of up to 10 per cent of the cost of capital works.

If your project is shortlisted

We will ask for a detailed breakdown of costs in your project plan. This might mean that the amount of money you need is slightly different from your original estimate, but we do not expect to see major changes. Please remember that you cannot ask for more than £50,000 plus VAT from us and that the total project cost must be less than £100,000 plus VAT.

We will ask for further information about the likelihood of you getting the permissions that you need.

We will also want to know that you have given adequate consideration to access issues. When thinking about access you should not just think about disabilities and when thinking about disabilities you should not just think about the needs of wheelchair users. We will also want to know about any safety issues and what advice you have received about them (especially if you are planning to install children's playground equipment).

If you are awarded a grant

We will want to see proof that you own the land or building. If you do not, we will want to see satisfactory evidence that you have the legal right to use them, in the form of a lease or other written agreement with the property owner. We would expect you to be able to use the property without any problems for at least five years from the start date of your project.

We will need to know that you have obtained all necessary permissions to do the work.

We will also discuss whether you need to go out to tender for the goods or services to be paid for by our grant. We may ask you for written quotes from two or more independent and competitive suppliers.

Notes

