

England

Reaching Communities

Outline proposal form



### Other formats

You can also get this form in Braille, on audiotape, on disc or in large print by calling us on **0845 4 10 20 30** (textphone: **0845 602 1659** for people with hearing impairments).

### What is the outline proposal for?

The outline proposal allows us to tell you quickly if you are eligible to apply to this programme and if your project is one that our committee might consider funding. We hope that this will save you doing a lot of unnecessary work.

If we think we might fund your project, we will send you an application form and tell you what you need to do before you apply.

Remember this is not an application form so when we get in touch with you after we've assessed your proposal, we won't be giving you a decision on whether or not to award you a grant.

## Before you complete this form

Make sure you read our programme guidance published in April 2010. We update our guidance and forms from time to time. If you have had this form for three months or more, check that you have the latest version at [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or call us on 0845 4 10 20 30.

## How to complete this form

When you're typing your form, use 12 point font size and if you're printing it out, use black ink.

Use the checklist at the end of the form to help you gather any additional information that you need to send with your proposal and to make sure you've done everything you need to do.

If you're not sure how to answer any questions, we will be happy to help.

Call us on **0845 4 10 20 30** (textphone **0845 602 1659**)

Email us at **[enquiries@biglotteryfund.org.uk](mailto:enquiries@biglotteryfund.org.uk)**

Make sure that you complete your outline proposal form in full so that:

- we do not reject your proposal because it is incomplete
- we can tell you as soon as possible if we would like you to complete an application form.

## How to send the form to us

We prefer to get your outline proposal form by email so, if you can, send it to **[opteam@biglotteryfund.org.uk](mailto:opteam@biglotteryfund.org.uk)** We'll send you an acknowledgement email to confirm that we have received your outline proposal.

If you do not have access to a computer, write your form using black ink and send it to:

**Outline Proposal Team  
Reaching Communities  
Big Lottery Fund  
2 St James Gate  
Newcastle Upon Tyne  
NE1 4BE**

You only need to send extra information if we specifically ask you to.

## What happens next?

We'll tell you within 20 working days if we are going to ask you to complete a full application.

**Keep a copy of your completed outline proposal as you'll need it to fill in an application form.**

If we don't ask you to complete a full application, we'll tell you why.

## Section one: Organisation details

### 1.1 Organisation name

What is the legal name of your organisation (as shown in your governing document)? If your organisation is also known by another title, please put this in brackets. For example – The Baron Neighbourhood Association (known as 'BNA').

### 1.2 Organisation contact details

What is your organisation's registered address, including postcode?

Telephone number one (or textphone)

Email address (if applicable)

Telephone number two (or textphone)

Web address (if applicable)

Fax number (if applicable)

### 1.3 Related organisation

If you are a branch of, or related to, a larger organisation, tell us who they are, as they may have some legal responsibility if we make a grant. There is more information on branches in Part three of the programme guidance.

Have you received the consent of the above organisation to apply for this funding?

Yes  No

### 1.4 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact

Title	Forenames (in full)	Surname
Mr/Mrs/Ms/Miss	<input type="text"/>	<input type="text"/>

Position or job title

Tell us if your main contact has any particular communication needs that we should be aware of. This might be because the contact speaks English as a second language or uses Braille, audiotape, large print or sign language.

Address for correspondence including postcode (leave blank if the same as the organisation's registered address)

Telephone number one (or textphone)

Email address (if applicable)

Telephone number two (or textphone)

Web address (if applicable)

Fax number (if applicable)

If the address for correspondence is different from the organisation's registered address tell us why.

### 1.5 Organisation type

Check Part one of the programme guidance to see if your organisation is eligible for funding from this programme.

If your organisation is part of the private sector, you will not be eligible for funding from this programme.

If your organisation is a social enterprise, tick the voluntary and community sector box. If you are not sure, please tick other and we will check this when we receive your application.

What sector does your organisation fit into?

Public sector  Private sector

Voluntary and community sector  Other

Please describe

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

### **1.6 Reference or registration numbers**

Does your organisation have a charity, company or other reference or registration number? If so, please write it below.

Charity number  Company number

Other (please specify)

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your outline proposal.

### **1.7 Your organisation's bank account**

All organisations that receive a grant from us must have a UK-based bank or building society account in the name of their organisation as shown on their governing document.

Cheques, internet and other withdrawals must be signed or authorised by at least two people who are not related to each other and/or do not live at the same address.

Please confirm that you meet this requirement

Yes  No (but we will put this in place if we are awarded a grant)

### **1.8 Your organisation's accounts**

If we invite you to submit a full application, you'll have to send us annual accounts with your application.

Does your organisation produce annual accounts?

Yes  No

Or, if you've been going for less than 12 months, will you be able to give us an estimate of your first year's income and expenditure?

Yes  No

## Section two: About your project

We will only assess your proposal if you answer all our questions. Don't write more than 100 words in answer to any of the questions. It's fine to keep your answers short. You can use bullet points.

### Q2.1 What is the name of your project?

### Q2.2 What is the aim of your project?

## Help notes

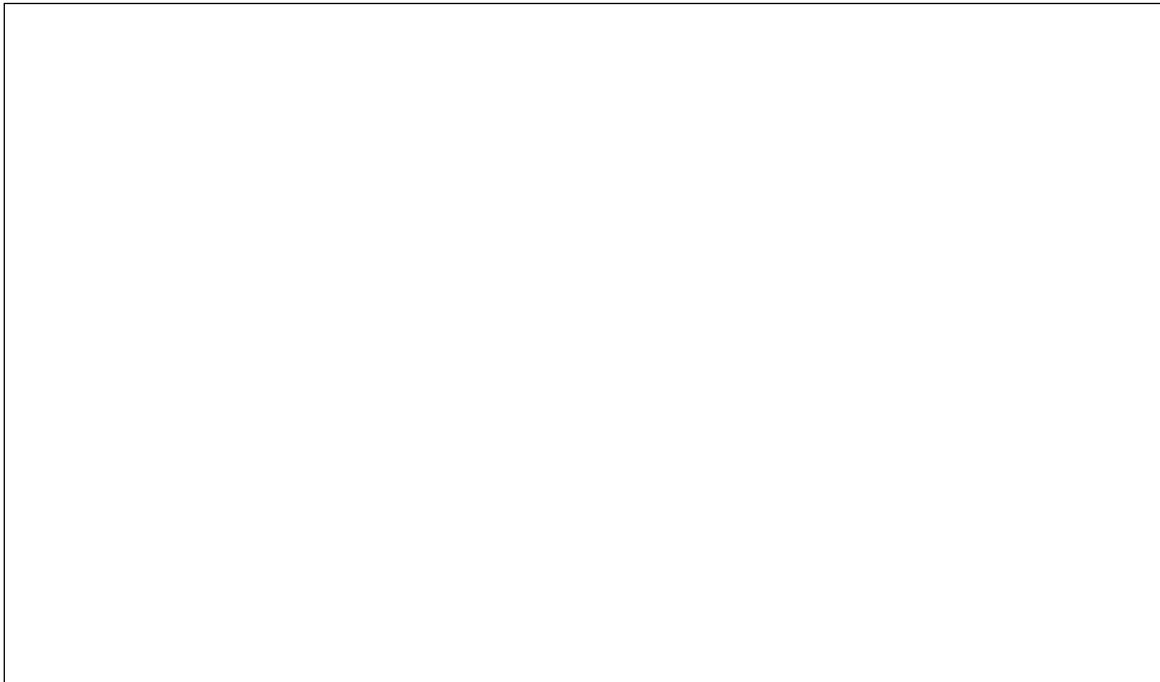
We have included some notes to help you answer the outline proposal questions but make sure you read the programme guidance too.

**Q2.1 Try and keep your project name short and snappy, something like, Youth Matters.** If you haven't thought of a name for your project, you can use your organisation's name.

**Q2.2 Tell us what you want your project to achieve.** For example, to involve young people in their local community.

## The need for your project

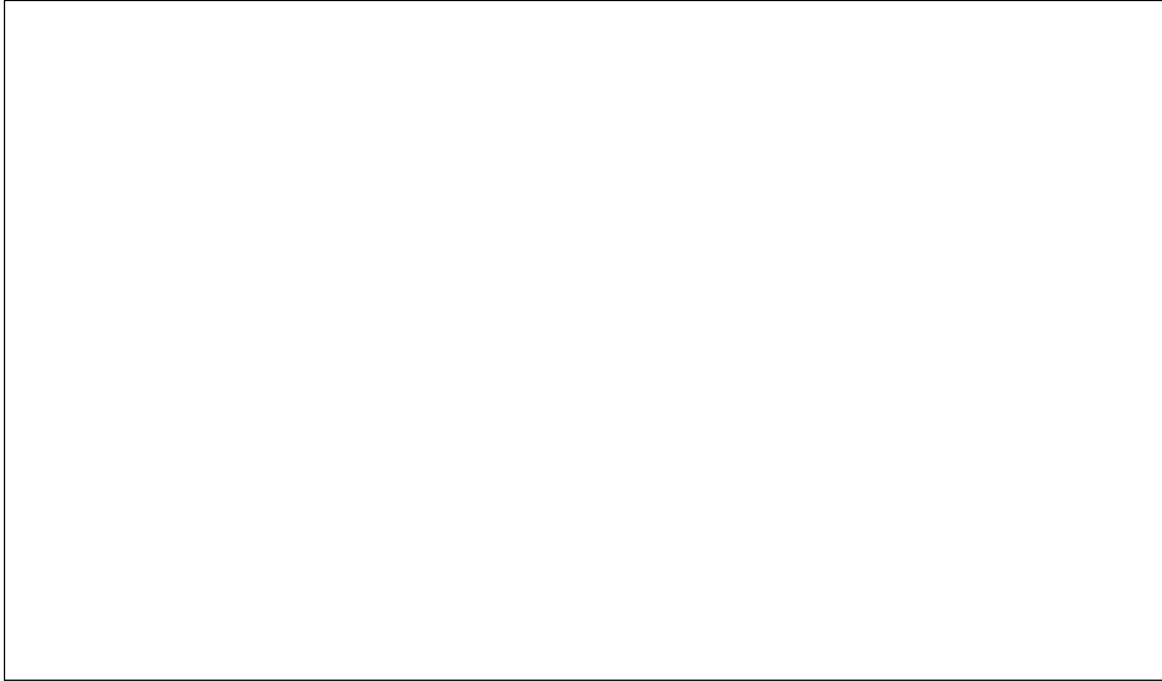
### Q2.3 What problems will your project deal with?



**Q2.3 For example:** if you were aiming to involve young people in their local community, you need to tell us why the young people you want to work with aren't already involved.

This may be because they have been repeatedly excluded from school, are living in an area of high unemployment, are pessimistic about their future and are becoming increasingly isolated from their community. They may also be at risk of getting involved in criminal activity.

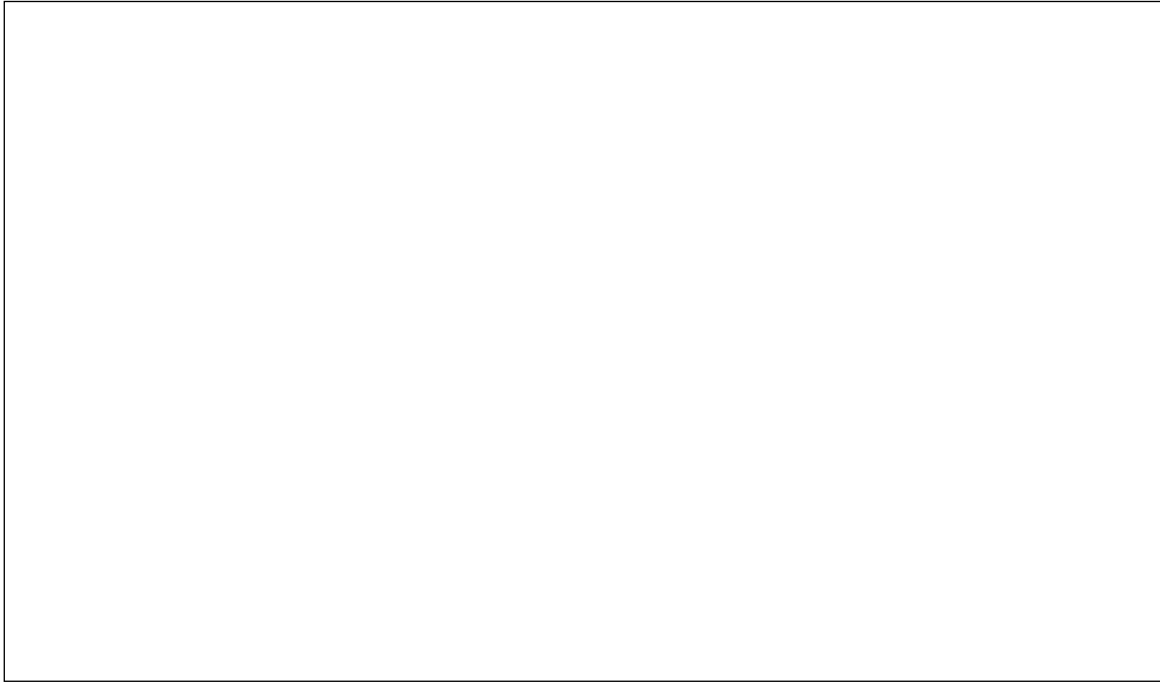
## Q2.4 What evidence do you have to show that your project is needed?



### Q2.4 Examples of the types of evidence you might use are:

- findings from an evaluation of one of your projects
- research carried out by people outside your organisation or other groups working in the same geographical area or with the same types of communities
- consultation with the wider community
- statistics or other research studies.

## Q2.5 How have you consulted with the people who will benefit from your project and what did you find out?



**Q2.5** A consultation can include community surveys, focus groups and public meetings; the findings should be less than two years old.

If you can't consult with the people that you want to help, tell us why.

**We also want to know how:**

- your project has been influenced by what people have told you
- you know that the people you want to help will use your project.

## Project beneficiaries

### Q2.6 Who will benefit from your project?



**Q2.6** Your beneficiaries could be all the people living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

## Q2.7 Where are they based?

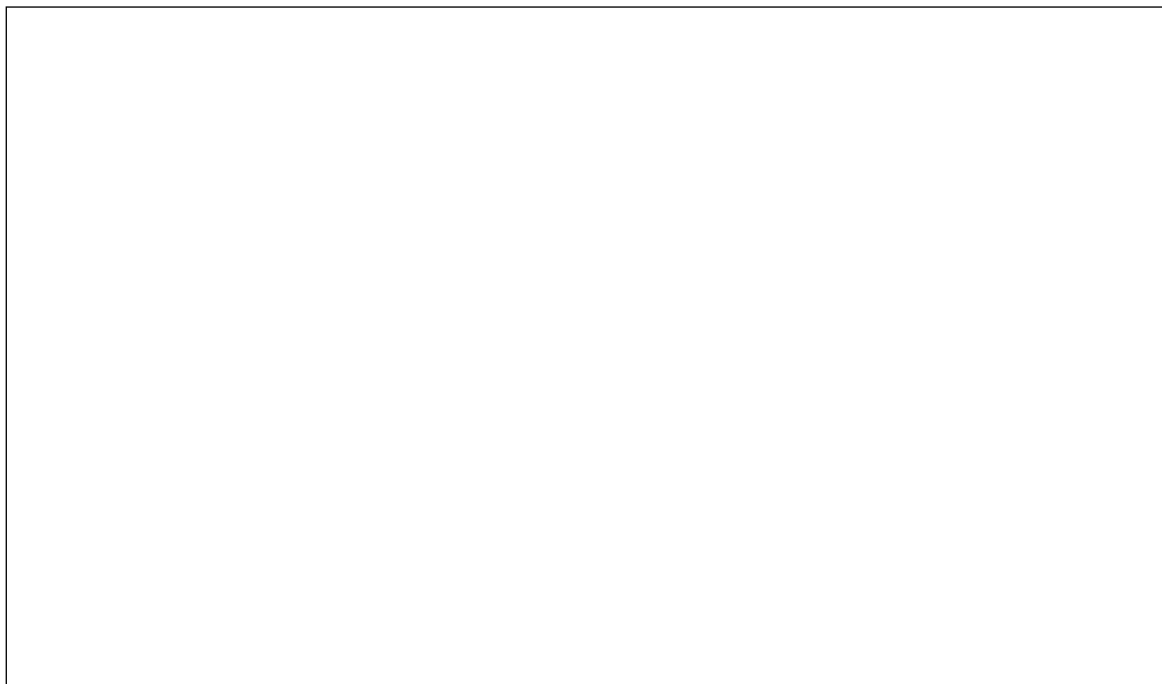
<b>Local authority area</b> For example: Liverpool	<b>Specific area within a local authority</b> For example: Speke

**Q2.7** This may be where the people who will benefit from your project live, work or go to school.

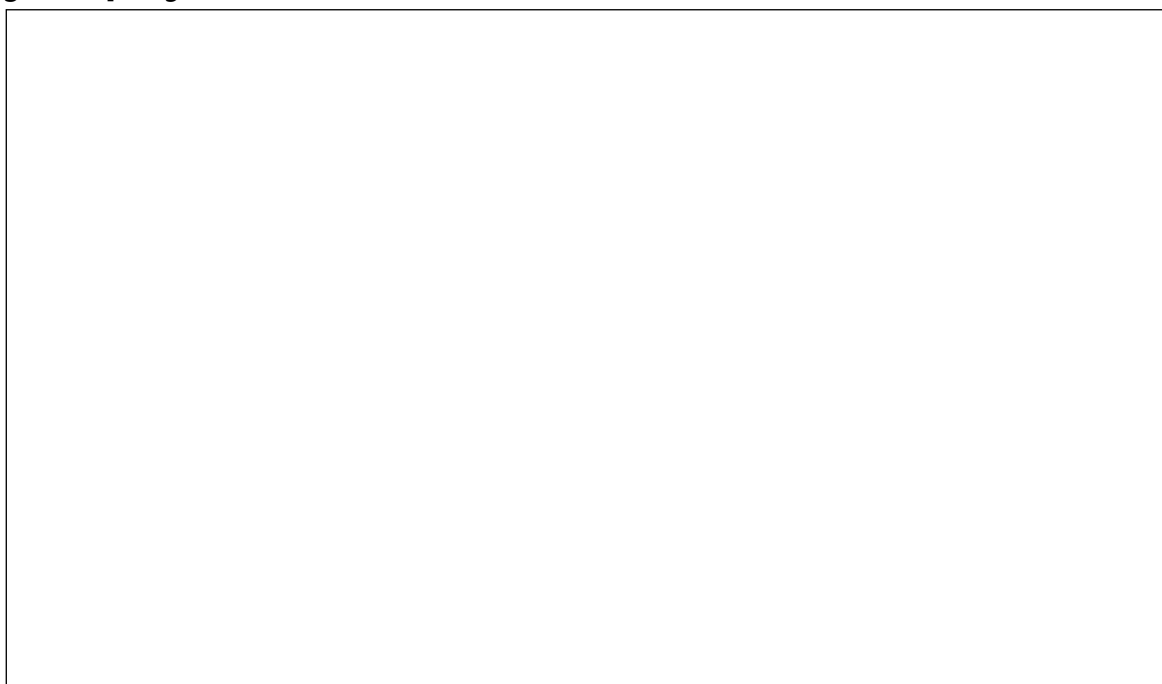
If you can, tell us both the local authority area and specifically where they are based within the local authority.

If they are based in more than one local authority area, make sure you include them all. If your project covers a wider area, you can just give us the name of the region or sub-region, or England as a whole.

**Q2.8 How have you involved, or will involve, the people who will benefit from your project in your project planning?**



**Q2.9 How will they be involved in the day-to-day running of your project?**



**Q2.8 There are lots of ways of involving people. For example:**

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee.

**Q2.9 As well as the examples for Q2.8, you could also involve people in running your project by:**

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project.

## Project outcomes

### Q2.10 What positive difference will your project make?

Write at least two and no more than four SMART (specific, measurable, achievable, realistic and time-based) outcomes.


1.
2.
3.
4.

### Q2.10 Examples of SMART outcomes for a project involving young people are:

- 200 older people will have a more positive attitude to young people by the end of year five.
- 50 young people are more confident about expressing opinions by the end of the project.
- 100 young people are more aware of the options available to them by the end of the project.

See Part two of the guidance notes for more information.

**Q2.11 Describe the project activities that will help you achieve your outcomes.**



**Q2.11**  
Examples of some project activities for a project that will involve young people:

- community action days
- running a youth club
- providing peer support
- encouraging young people to become volunteers
- recruiting and training volunteers.

## Project budget

### Q2.12 Project costs

The total cost of your project must not be more than £750,000.  
The total cost of the capital part of your project must not be more than £200,000.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenue						
Overheads						
Capital						
Total (including VAT)						

### Q2.13 Project funding

#### How much funding would you like from us in total?

This programme provides funding of £10,000 to £500,000 for up to five years which can include capital funding of up to £50,000.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenue						
Overheads						
Capital						
Total (including VAT)						

Q2.12 asks about the total costs of your project  
Q2.13 asks about how much money you want from us.

You should ask for the funding that you need to run a successful project.

You can give us estimates at this stage but make sure that they are as accurate as possible.

Make sure that you include VAT in your costs.

**Revenue funding** is for ongoing costs such as salaries, general running expenses or the cost of evaluating your project.

**Overheads** means the costs of employees, volunteers, equipment, space and services that partly support your project,

## Q2.14 Why do you need funding for this length of time?



but also support your other work.

**Capital funding** is for 'one off' purchases of office equipment such as a computer, or refurbishment of a building and professional fees.

If we invite you to submit a full application, your budget should not be significantly different to this proposal or we may not be able to consider it.

**Q2.14** Explain the relationship between:

- the need for your project
- how long it will take you to achieve your outcomes and
- how long you want us to fund your project.

See Part four of the guidance for more information.

## Q2.15 What do you plan to spend your grant on?

### Q2.15 For example:

- A salary for one full-time project worker
- Publicity costs to advertise the project and print a newsletter
- A photocopier
- A contribution towards the rent of the building.

## Project name

### Section three: Declaration

#### Data Protection

If you have applied for, or hold, a grant with us, we will use the information you give us during the assessment of your application and the life of your grant to administer and analyse grants and for our own research purposes.

We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We have a duty to protect public funds and, for that reason, we may also share information with other Lottery distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in Lottery applications, grants or specific funding programmes, or for the prevention and detection of crime.

We might use personal information provided by you to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

#### Freedom of Information

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

The Big Lottery Fund would like to send your main contact information about our work and the other Lottery good causes. If you are happy for us to do this, tick this box.

**Declaration**

Tick this box to confirm that you are authorised by your organisation to send this outline proposal to us and that you understand our obligations under the Data Protection Act 1998 and Freedom of Information Act 2000.

If the person ticking this declaration is different to the main contact in question 1.4, give us their details below.

Name of contact

Title	Forenames (in full)	Surname
Mr/Mrs/Ms/Miss		

Position or job title

Date

Position in organisation

Home address (including postcode)


## Section four: Checklist

This checklist will help you to check that you are sending us a fully completed outline proposal.

Tick the relevant boxes:

1. Are you sending us a copy of your governing document if you are an unincorporated association and not registered with the Charity Commission?	<input type="checkbox"/> Yes <input type="checkbox"/> No (we are an incorporated organisation and registered with the Charity Commission)
2. You are one of the following: <ul style="list-style-type: none"><li>● a registered charity</li><li>● a voluntary or community group</li><li>● a statutory body</li><li>● a charitable/not for profit company.</li></ul>	<input type="checkbox"/>
3. You have given us your correct legal name. <ul style="list-style-type: none"><li>▶ For a registered charity this must be the same as the name registered at the Charity Commission.</li><li>▶ For a Private Company Limited by Guarantee this should be the same as Companies House.</li><li>▶ For unincorporated organisations this will be the same as your governing documents.</li></ul>	<input type="checkbox"/>
4. You would have financial control over any grant that you were awarded rather than any other organisation.	<input type="checkbox"/>
5. You have completed every section of the form.	<input type="checkbox"/>
6. Your project costs and the amount you want us to fund add up correctly.	<input type="checkbox"/>
<b>Make sure that you can complete every section of the checklist before you send us your form.</b>	