

England
Programme guidance notes
Young People's Fund 2: National Grants



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This guide is for organisations that want to apply for a grant from the National Grants programme of the Young People's Fund 2.

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

We review our grant-making regularly to make sure we fund a range of projects to meet all the outcomes of the Young People's Fund 2. Before making an application please check our website www.biglotteryfund.org.uk or contact us to make sure you have the most up-to-date information. This information was published in December 2007.

If you or your main contact have any particular communication needs, such as Braille or large print, audiotape, sign language or a community language, please call us on 0845 4 10 20 30 (textphone 0845 602 1659 for those with hearing impairment).



The application process

So young people have come up with a good idea ... read this booklet and use the tools on the Participation Works website www.participationworks.org.uk

If you are sure that your project is a good fit for all the requirements of the programme, send us your application form by 2pm, Friday 4 April 2008

We will tell you in August 2008 whether we have awarded you a grant

If you accept our grant offer, we will send you guidance on how to develop your business plan and give you up to 10 per cent of your grant to develop your business plan

Write your business plan

Send us your business plan by February 2009

We will review your business plan. If we approve it, you can start your project

- What we will do
- What you must do



About the Big Lottery Fund

The Big Lottery Fund is responsible for distributing half of the money that 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 go to www.biglotteryfund.org.uk/missionvalues_eng

The Young People's Fund was first launched in England in September 2004. It focuses on increasing young people's involvement in designing, running and reviewing the services they use. The Young People's Fund is also helping to achieve the five Every Child Matters outcomes, which were set out in the Government's Green Paper in September 2003. We have taken the lessons learned from this first part of the Young People's Fund and used them to make improvements. This guidance refers to Young People's Fund 2 National Grants Programme only.

You can find out about the Young People's Fund by visiting our website www.biglotteryfund.org.uk and looking at the YPF England section.

Young People's Fund 2 is just one of our grants programmes. You can find out about our other programmes by visiting www.biglotteryfund.org.uk or you can phone the Big advice line on 0845 4 10 20 30 (textphone 0845 602 1659).

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

There are other grant makers working with young people whose programmes may be more appropriate for your project. Please see the "Other useful contacts" on our website:

www.biglotteryfund.org.uk/prog_ypf2_national_grants

Part one

About Young People's Fund 2 (YPF 2)

The YPF 2 programme has two aims:

- to ensure that all organisations that provide services to young people involve them in developing, running and reviewing policies and services
- to help achieve the five Every Child Matters outcomes.

Key aspects of the YPF 2 National Grants programme are:

- Only youth-led projects that meet the programme outcomes will be considered
- Free expert advice on involving young people in projects is available from Participation Works
- Grants will be available for up to five years
- All projects must have beneficiaries from two or more of the nine England regions
- If you are applying for a grant of up to £3 million your project will have to show that it benefits young people living in two to five England regions
- If you are applying for a grant of up to £5 million your project will have to show that it benefits young people living in six or more England regions
- We will not make national grants of less than £200,000
- Only voluntary and community organisations can apply
- Applications are limited to one per organisation
- The programme is focused on changing the lives of young people aged 10-18, or up to 25 if the project is to help those who find the transition to independent living difficult
- We want to fund projects that meet the needs of a wide range of young people, particularly those who are considered vulnerable or whose needs are not currently met, and those projects that bring together young people from a range of

backgrounds. Projects must show that at least half of their beneficiaries will be young people who are considered vulnerable or who are disadvantaged.

If you have previously received a National Grant under Young People's Fund 1 you are not eligible to apply to this programme.

Lessons learned from YPF 1 - Extra support

The feedback we have received in response to YPF 1 shows that organisations working with young people welcome our commitment to involving young people in funded projects from start to finish. They agree that this approach helps projects make a greater difference to the lives of young people, and helps to demonstrate that young people can accomplish a great deal when they are given responsibility and the support they need to make the most of their lives.

We recognise that some organisations that would like to involve young people lack the skills and experience to do so, while others have made progress, but need help to engage particularly vulnerable young people in their work. We are addressing these challenges by funding Participation Works to provide a range of support and development services to voluntary and community organisations, particularly organisations that are considering applying to YPF 2. You can find more information at www.participationworks.org.uk We recommend that you use the self-assessment tool Hear by Right to check that your project can meet the minimum standards of youth involvement before completing an application to YPF 2.

Young People's Fund 2 outcomes

We want to fund projects that address at least the first two of the following outcomes:

1. BIG1 – More organisations involve young people in developing, running and reviewing policies and services.
2. BIG2 – Organisations and the young people's sector have improved young people's services.
3. BIG3 – Organisations and the young people's sector understand the needs of young people better.
4. BIG4 – Organisations and the young people's sector are more able to involve young people.

And at least two of the following Every Child Matters outcomes:

1. ECM1 – Being healthy: enjoying good physical and mental health; living a healthy lifestyle.
2. ECM2 – Staying safe: being protected from harm and neglect; growing up able to look after yourself.
3. ECM3 – Enjoying and achieving: getting the most out of life; developing skills for adulthood.
4. ECM4 – Making a positive contribution: giving back to the local community and society; not offending or behaving anti-socially.
5. ECM5 – Economic well being: overcoming socio-economic disadvantages to achieve full potential in life.

National significance

We want to fund projects that will have an impact across England. This means applicants must show that their project will:

1. improve the public image of young people
2. increase the general public's understanding of problems faced by young people.

Applicants must also show that their project will achieve one of the following priorities:

- A. Test new ways of doing things on a national scale
- B. Have the potential for widespread replication
- C. Influence national policy and practice
- D. Set national standards of best practice.

If they are awarded a grant we expect applicants to be willing to showcase their work, particularly to other projects working in the youth sector.

Programme Priority - Sustainable development

We expect National Grant holders to understand the wider context in which they work, including an awareness of sustainable development. We are committed to the principles of sustainable development and want National Grants to address social, economic and environmental issues in an integrated way. When you fill in your application form we want you to think about how your project will contribute to sustainable development. This is not a mandatory criterion, but we expect National Grants to exemplify good practice and will take account of an applicant's efforts to address sustainable development principles as set out in their project plan.

We have put a list of questions on our website www.biglotteryfund.org.uk/sustainable_development_web_resource.pdf that may help you to think this through when developing a project.

How much will we fund?

We expect to make grants for projects running for up to five years.

- ▶ If your project covers between two and five regions in England, you may apply for up to £3 million. We expect to make approximately 15 of these grants, at an average size of £1m each.
- ▶ If your project covers six or more regions in England you may apply for up to £5 million. We expect to make approximately five of these grants.

You may not apply to National Grants for less than £200,000.

We expect YPF 2 National Grants to be highly competitive. This means we will have to reject a large number of good applications because we have a limited budget. You may want to consider if there are other funders who might want to fund your project. Information on other funders is available on our website www.biglotteryfund.org.uk/prog_ypf2_national_grants

Projects must run for a minimum of one year and you must begin to spend your grant within six months of it being awarded. We can fund all or some of your project costs, but we encourage you to get some of your funding from other sources if you can.

Capital funding

We will provide up to £250,000 capital funding towards the cost of creating, improving or buying the assets which are required to achieve the project's objectives and outcomes, such as buying land, buildings or equipment and building works. Involving young people from start to finish in a substantial capital project may be very challenging and you should demonstrate that you have planned for this.

The combined total of the capital and revenue funding

you request may be up to £3 million if your project covers between two and five regions of England, or may be up to £5 million if your project covers six or more England regions. We will not consider applications for more than these maximum amounts.

Project outcomes

We would like to know about the changes that happen as a result of our funding. We call these changes 'outcomes'. We will ask you to describe between four and six outcomes that you expect your project to achieve. Part of our decision to award you a grant is based on our assessment of the quality of your project outcomes.

The following is an example of a project and its specific project outcomes. It is just for information. Your project may have different outcomes that you want to support. You should read through our "Explaining the Difference" booklet for help on writing project outcomes. It also tells you how to collect information to show that you have achieved them. You can find this on our website www.biglotteryfund.org.uk/explaining_the_difference

Example Safe+Sound

Project description

This project aims to help young people to improve their sexual health. Safe+Sound has been providing information and advice to young people in the Midlands for some years, primarily funded by statutory contracts. Their own service evaluations and independent national research has shown that, while their outcomes compare well to similar services elsewhere, the incidence of sexually transmitted diseases among teenagers is rising. Safe+Sound is trying to become more youth-led, and believe that this will lead to improvements in the effectiveness of their services. They set up a steering group to help young people have their voices heard, and this pilot project is the result.

Young people aged 16-18 in the two Midlands regions will work together to design, develop and manage a new campaign to combine free sexual health advice for young people at times and places convenient for them with creative work in various media that shows young people dealing with these issues in a realistic and responsible way. The project will bring together young people from a variety of backgrounds who have been affected by this issue to help to: develop and manage a website providing online advice and support; facilitate discussions and debates on the issues among young people; produce campaigning and education material in a variety of creative media, supported by appropriate professionals.

Young people involved in the project will contribute by encouraging other young people to take steps to protect their health. By taking a leading role they will develop new skills and knowledge in, for example, campaigning, website development and the creative and media industries, as well as developing a better understanding of their own health needs. They will use the knowledge and skills gained to improve the health of their peers and the image of young people among the wider public. Young people will play a key role in reviewing the project throughout its life, working with external evaluators and sharing the lessons learned with service providers and funders across England, influencing the way similar services are designed and run in the future.

Project Outcomes:

Number	Project outcome	YPF outcome
1	7,500 young people will develop skills for life by the end of the project	ECM3: enjoying and achieving
2	5,000 young people will have healthier lifestyles by the end of the project	ECM1: being healthy
3	300 young people will develop skills and knowledge that improve their employability and 30 of them will gain employment in the creative and media industries by the end of the project	ECM5: economic well being
4	50 young people in each year of the project will be involved in the development and management of the campaign and the website	BIG1: more organisations involve young people
5	Safe+Sound and at least 300 other organisations across England will be better able to meet young people's needs by involving them more in designing, running and reviewing services by the end of the project.	BIG2: organisations and the young people's sector have improved young people's services BIG4: organisations and the young people's sector are more able to involve young people

Demonstrating national significance

The project will show that it will have an impact across England by:

- Improving the public image of young people across England by delivering a campaign that shows them taking responsibility for their actions and providing support to their peers
- Allowing issues faced by young people to be more widely understood by the general public across England by developing an effective campaign that targets the wider community as well as young people, influencing the media and improving the quality of other organisations' external communications by increasing youth involvement
- Testing on a national scale whether this approach to sexual health advice achieves better results than existing approaches, and disseminating the findings
- Influencing national policy and practice via a campaign that draws on the evaluation of this approach

Eligibility requirements

Who can apply for funding?

This grants programme will only make grants to Voluntary and Community Sector organisations. By "Voluntary and Community Sector" organisations we mean groups such as charities, credit unions, self-help groups, social and community enterprises and community based co-operatives.

We will not fund applications from other statutory and private sector organisations, for example:

- NHS trusts, including community health services
- GPs' practices, NHS health centres or clinics
- Local authority institutions or services, including social services departments, residential homes, libraries and recreational facilities

- Schools, including grant-maintained or LEA-managed schools
- Colleges
- Local Learning and Skills Councils

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

While we do not require applicants to work with other organisations, we encourage applications for projects that complement other services and involve organisations working together to meet identified needs. We will fund lead organisations that are working with other organisations (including statutory or private bodies). If you are awarded a grant you may use a portion of it to buy goods and services from your partners in the same way you might from other bodies. You should tell us about your plans in your application. You will need to have a written agreement with any organisation you are working with, making it clear what the responsibilities of each of the organisations are and how you will work together. You do not normally need to give us your partnership agreement with your application, but we will ask to see it when we assess your business plan if you get a grant.

Working with other organisations to develop and deliver your project may help you to demonstrate that you have fully considered the need for it, and the best ways to make a difference to the people who will benefit from it. You can add to the credibility of your project by considering any national strategies related to the outcomes and activities your project will do, and explaining how it fits with these strategies. For example, we expect applicants to have considered the

principles of Every Child Matters (www.everychildmatters.gov.uk) Youth Matters (www.everychildmatters.gov.uk/youthmatters), and if appropriate, V, the charity charged with increasing youth volunteering (www.wearev.com)

Please contact the Big Advice Line on 08454 10 20 30 before you apply if you are unsure about the eligibility of your organisation.



Lessons learned from YPF 1 – Involvement of young people

We have developed a clearer understanding of the sort of approaches to young people's involvement that we want to support. In YPF 1 we turned down about one third of projects because they failed to involve young people from start to finish. Many organisations asked young people to simply endorse an idea that the organisation was already committed to, to be delivered by the organisation with only token input from young people. Others asked young people what they wanted in detail, but then took over from there. Do not apply to this programme if this is how your project is being developed: we will not support it. We want to see young people driving the project from the beginning, involved at every stage, and helping to raise the expectations of young people across England.

We also challenge the assumption that the most vulnerable clients cannot be meaningfully involved from start to finish. YPF 2 is designed to support organisations reaching out to engage these young people. If your organisation decides that, even with help from Participation Works, you cannot engage the most vulnerable young people in the design, delivery and review of a project, please do not apply to us for funding.

Further guidance and support is available from www.participationworks.org.uk

What will we fund?

Capital and revenue grants are available for projects lasting one to five years. By a project we mean a piece of work that will make a difference. Projects can be new work, existing activities, core work of the organisation, or a combination of these. Projects must aim to achieve identified outcomes over a specified period of time, either through a single activity or a number of related activities. We will fund projects where the identified outcomes are achievable and meet the programme outcomes.

We are prepared to consider funding the current work of your organisation if young people have been involved and will continue to be involved in the project from start to finish or if you intend to move from being an adult-led organisation to becoming a youth-led organisation. For example, your organisation's aim is to address the needs of young people who are not currently in employment. You decide you want to be youth-led in the way you provide services to young people. Having young people in charge does not change the aim of your organisation, but it does change the way you do things and may alter your objectives and the work you do to achieve them. We are prepared to fund the full costs of this work, see www.biglotteryfund.org.uk/full_cost_recovery. As with all National Grants, you will need to show that young people are leading the project.

YPF 2 seeks to put young people in charge of the services they use and help young people to achieve positive changes for themselves and the people around them. We expect to fund a wide range of activities to achieve this. We have placed a small number of restrictions on the activities we will fund.

- The young people you aim to work with must be based in England. Activities involving them may take place in England, Scotland, Wales and Northern Ireland only.

- Generally we do not expect to support activities that take place during the school day (apart from during lunch breaks). However, if a new project meets our programme aims, and there is strong evidence that the activity can only be held during school hours, we will consider the application. For example, a rural school has grounds that include woodland and some of its pupils want to develop a project with the local branch of a national wildlife trust. The project will include field trips to the woodland during teaching hours. Considerations about daylight hours and the need for teacher involvement make it necessary for the project to take place during the school day. The project is not part of the curriculum, and no state funding is involved, so it would be eligible for money from us.
- Projects should balance benefit to individuals and benefit to the wider community.
- Projects must be of national significance see page 7.
- Activities must be in line with Children and Young People's Plans, similar strategic planning processes (for example, Local Area Agreements), or show why a different approach is needed.
- Our funding must be distinct from Government funding and add value.
- Projects must comply with all laws regulating work with children, young people and vulnerable groups.

What we will not fund?

- Projects that are not youth led from start to finish
- Projects must not duplicate work done by Participation Works.
- We will not fund projects that provide services or activities that should usually be paid for by other funders. For example, we do not expect to fund the training of statutory professionals like teachers, doctors and social workers.

- We will not fund projects that duplicate existing services or activities. For example, we would not consider funding a new national helpline supporting young people to report abuse, but we could consider funding the expansion of an existing service to reach a larger and wider range of young people.
- We will not fund projects that have already started or are committed to start.
- While we welcome applications from religious organisations, we do not fund religious activities. We also do not fund political activities.
- We will not fund projects purely associated with increasing disability access, but if your project includes these costs as a small part of a wider project, we will consider paying for them.

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

What will we pay for?

We will pay for all the eligible costs of the project you want us to fund. These can include revenue and capital costs and overheads.

See www.biglotteryfund.org.uk/full_cost_recovery

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

Direct revenue and capital costs

By direct revenue and capital costs we mean the costs of employees, volunteers, equipment, space or activity used only in the project.

Eligible revenue expenditure includes:

- salaries of project workers, including any extra costs, such as pensions and National Insurance for the project
- salaries of management staff who only supervise project staff, including any extra costs, such as pensions and National Insurance for the project
- recruitment of staff who will work on the project
- 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 this project
- training of staff and volunteers working on the project
- monitoring and evaluation of the project
- fundraising for continuing the project after our grant is over
- marketing and publicity for the project
- software
- professional and legal fees associated with revenue expenditure on the project.
- We may require your solicitor to provide us with a legal opinion which confirms your organisation has the legal power to deliver the grant purpose. A standard form of legal opinion is attached in appendix two of these guidance notes.
- You should make provision within your budget for legal costs you will incur for executing a legal opinion.

- As an indication only we would suggest that it would be reasonable to include an estimate of up to £500 plus VAT for such a legal opinion. You should however take your own advice as to the estimated costs for a legal opinion from your own solicitors.

Ineligible revenue expenditure includes:

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

Eligible capital expenditure includes:

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

- If you are awarded a capital grant of up to £250,000, we are likely to require the provision of specific legal documents such as a certificate of title and a deed of dedication or a restriction on the title. We will provide a standard form of these documents for use by your solicitor.

- The legal costs incurred by you in providing such legal documents are eligible project costs against which capital grant can be paid and you should make provision within your budget for the legal costs you will incur in providing these documents.
- Detailed guidance is available within the 'Land and Building Application Guidance Notes' on the level of fees you should make provision for but you must consult your own solicitors for their advice and estimates.

Ineligible capital expenditure includes:

- costs incurred or spending committed, before we make you a grant
- any costs which someone else is paying for, whether in cash or in kind
- routine repairs and maintenance
- general improvements to public areas unless they are essential to the overall project
- personal equipment not essential to delivering the project
- maintenance equipment, fixed or loose equipment or office equipment which is not essential to the project
- for capital grants of up to £250,000, the purchase of a leasehold of less than 10 years



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. In the application you are required to explain how you have worked this out.

Eligible overheads include:

- salaries of human resources, finance, IT and other staff supporting the project (for example, running payroll and servicing computers used by the project)
- Salaries of staff, including managers, working on the project, but not exclusively
- salaries of senior management overseeing the project
- meetings of the trustees or management committee
- audit and other legal fees associated with running your organisation
- rent, heating, lighting, maintenance and insurance for office space your project requires or shares with other projects
- rent, heating, lighting, maintenance and insurance for office space used by staff who run your project
- professional fees associated with strategic planning

- fundraising for the organisation
- training staff
- networking and attendance at conferences or partnership work that benefits the project you want us to fund.

Ineligible overheads include:

- costs incurred or expenditure committed before we make you a grant
- any costs which someone else is paying for, whether in cash or in kind.

Part two

Applying for funding to Young People’s Fund 2

This section gives details of the application process including the timetable for the YPF 2 National Grants programme. Detailed notes about completing the application form are in Part 4 on page 22.

Programme timetable

Please see the flow chart below for our programme timetable. Further details of the application process can be found on page 4. Dates may change due to unforeseen circumstances. If the changes affect your application we will let you know the revised dates.



The application process

Once you have read these guidance notes and considered the expert advice available from Participation Works, you should ensure your project meets the requirements of the programme in full before you send us a completed application form. This should be downloaded from the same webpage as this guidance. If you do not have a copy call our Big Advice Line on 0845 4 10 20 30 (textphone 0845 602 1659).

Deadline for applications

Your application must be sent to:

Young People's Fund 2
Big Lottery Fund
2 St James' Gate
Newcastle upon Tyne
NE1 4BE

Your application should be received at this address by 2pm on Friday 4 April 2008.

How many applications can be submitted?

You can only submit one application per lead organisation to National Grants. You may be a non-lead partner in more than one application. We will consider the capacity of organisations involved in multiple applications as part of our standard assessment process.

Additional requirements for capital grants

If you are applying for a grant that includes capital expenditure, you will need to read our 'Land and Building application guidance notes'. This guidance will explain what extra information you must provide with your application.

If you are applying for funding for a capital grant for land and buildings, fill in the relevant capital checklist and submit it, with the extra information requested, with your application.

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

When we receive your application, we will check that you have sent us everything we asked for. If you have not we will write to you and give you 10 days from the date of the letter to send us any missing information. If you do not meet this deadline we will not assess your application.

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

1. The proposed project outcomes meet an identified need and help to achieve the programme outcomes.
2. The organisation can deliver the project well and achieve the proposed project outcomes.

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

It will usually take us up to four months to assess your application. However, as there is only one decision point, no decisions will be made until August 2008. If it will take longer we will tell you the new timescales.

If your project meets our criteria, your application will be presented to the YPF 2 Committee for a decision.

We will write to you with our decision and tell you whether you have been awarded a grant. If we decide not to fund your application we will tell you why.

While the National Lottery raises a large amount of money for good causes, the Big Lottery Fund cannot support every application it receives. YPF 2 National Grants will award up to £38 million. We expect we will

get many more applications for good projects than we can support and our grant funding decisions are made with our own discretion. If we decide not to support your application, it does not mean that we do not value the work that you do.

What happens if you are awarded a grant

If you are awarded a grant you will have to accept our terms and conditions. You will be accountable for the grant. This means that even though you may subcontract some of the work, you are responsible for ensuring that the project is delivered, the project outcomes are met within agreed timescales and budget and in line with the terms and conditions. We have enclosed a copy of the standard terms and conditions with this guidance (Appendix One). Please read them to make sure you will be able to accept them.

If your application is successful and we award you a grant you will be required to submit a detailed business plan or capital delivery plan for your project as a condition of the grant. We will need to review and approve this.

Once you have formally accepted the grant offer, we will send you an offer pack which will explain what you must include in your business plan. We will contact you to discuss how much of the grant you will require at this stage and what you will use it for.

We will release up to 10 per cent of the total grant amount to cover the costs you will incur in developing your business plan or capital delivery plan. This money can only be used to develop your project and cannot be used to pay for any of the following:

- building and engineering works (new build, extension, refurbishment, modernisation or conversion) required for the delivery of the project
- plant and equipment necessary for running the project
- purchase of land, buildings, equipment or fixtures and fittings that are linked to the land or building
- transport that is necessary for delivering the project

You must submit the business plan/capital project delivery plan within six months of accepting the grant. We will review it and you will be contacted during this process. If there is a need to make any improvements, you will have up to six weeks to make these changes.

Once your business plan/capital project delivery plan has been completed to our satisfaction we will contact you to discuss the continuation of your grant. We will not release any further payments until your business plan/capital project delivery plan has been approved.

You will receive further details about this process if you are awarded a grant.

Monitoring your project

You will need to provide us with information at various points in the project so that we can find out what difference our money has made, and make sure that it is well spent. We will expect you to monitor your project during the life of the grant. We also encourage you to monitor your project for your own purposes. This will let you see whether your project is working well and help you to make changes that will improve your services and provide better value.

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

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

Evaluating your project

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

There are various ways that we can do this. We will ask you on a regular basis about project progress, and at the end, we will ask you again about how far you have achieved your aims.

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

- You can identify what is working well and what is not working so well for your project, and reasons why. You can then make changes to the way that you run your project so that it achieves even more.
- You can gather information that will help you report to us and to others about how your project is performing and what it is achieving.
- You can identify good practice and help other projects to improve the way that they work.
- Later in the life of your grant, you can provide more convincing evidence to potential funders about the success of your project, and how you have adapted it to changing circumstances.

- Setting up a system of self-evaluation is part of good project planning and management.

Self-evaluation is something that you are in charge of, but we would expect young people to be involved in any self-evaluation that you do. You should work with young people and others involved in your project to identify the main issues, how to investigate them, and what to do with the findings.

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

We would like you to include in your business plan further information about how you will evaluate your project, including an indicative budget for the work involved. You should also include your plans for the dissemination of evaluation findings and lessons to be learned.

For further information about approaches to self-evaluation, and how to engage young people in evaluation, please see:

www.biglotteryfund.org.uk/er_eval_self_evaluation_uk.pdf

and

www.biglotteryfund.org.uk/er_res_engaging_young_people_uk.pdf

Public announcement and acknowledgement

We are required by law to tell the wider public about the grants that we make and, as part of this process, we may want to publicise your project. However, when doing this we would make sure that confidentiality is not compromised.

Part three

Before you fill in your application form

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

Management and staffing

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

If you are a voluntary organisation with a management committee in place, there must be at least three members on it, one of whom must be at least eighteen years old. The organisation should have a document that says how it runs: this can be a constitution, set of rules, trust document or a memorandum and articles of association if the organisation is a company.

Applicants must involve young people in the management of the proposed project. There are a number of approaches you might take to this, depending on the type of organisation, project activities and beneficiaries you want to work with. For more information, please see www.participationworks.org.uk

Policies and procedures

It is important that you have appropriate policies and procedures to manage the project and that you explain how you will apply these to the project. These may include policies such as: equal opportunities, health and safety and procedures that will allow you to manage your finances, staff and any aspects of your project work. It is important that you meet our equality principles, listed at the front of these guidance notes.

As you are applying for a project to work with young people we will need to be sure the young people you work with will be safe. As a minimum you must have a policy that explains how you make sure of this and that the policy is put into practice. It is your responsibility to have acceptable child protection policies and procedures in place, which the Big Lottery Fund may ask to inspect during assessment or at any other time. NSPCC has produced a number of step-by-step guides for organisations to safeguard children, including Stopcheck and Firstcheck. You can download them from their website at www.nspcc.org.uk or buy a copy by calling 020 7825 7422. 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 www.biglotteryfund.org.uk/pub_child_protection_guide.pdf

Planning your project

You do not need to have prepared a business plan by the time you send us your application form, but you will need to have planned your project in some detail to allow you to fill in the form. If we award you a grant, you will need to write a business plan or capital project delivery plan. You will need to build this requirement into your project plan; it is likely that it will be the first key milestone of your project. You will need to think about what is required for you to achieve this milestone and you must show that you have done this in your application form. Writing the business plan should enable you to fully plan the project in detail. You should not plan to start delivering your project until the business plan or capital project delivery plan has been approved. You should not commit yourselves to any expenditure that you want us to pay for until you sign the grant agreement.

Costing your project

In the application form you must provide a project budget showing what the grant will pay for. You need to be able to justify the amount of funding you have asked for. For example, if you would like the grant to pay for salaries, it must be clear how you worked out the level of salaries.

If you would like the grant to fund salaries you must ensure that you include any extra costs incurred such as National Insurance and pension contributions. We would expect that all new posts are openly recruited; you should include any necessary costs to do this.

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

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



Part 4: Application form help notes

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

Section 1: Organisation details

1.1 Organisation name

Give the name shown in your governing document, for example your constitution, rather than any brand or operating name. This is the organisation that will receive the grant and sign the terms and conditions if the application is successful. It must therefore have the powers set out in its governing documents to deliver the project and accept our terms and conditions.

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

1.2 Organisation address

This should be your registered address. 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 Related organisation

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

1.4 Main contact details for the project

This should be the key person involved in your application. They should be able to talk about your project in detail and be able to supply contact details for someone who has expertise 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.

1.5 Organisation type

We need to confirm that your organisation is eligible to apply to this programme. If you are an unincorporated association and not registered with the Charity Commission, or the Office of the Scottish Charity Regulator (OSCR) in Scotland or with HM Revenue and Customs (formerly Inland Revenue) in Northern Ireland as exempt for tax purposes, send us a copy of your governing document (for example constitution, set of rules, trust deed). By "an unincorporated organisation" we mean an organisation that is not a statutory body, a limited company, or Industrial and Provident, Friendly or Mutual Society or any organisation that is not a legal entity.

We need to know if your organisation has the legal power to set up and operate the project described in your application form and to receive funding from the Big Lottery Fund. You should note that we may require you, through your solicitor, to provide us with a legal opinion which confirms that under your governing document your organisation has the legal power to deliver the grant purpose. We have provided a standard form for this purpose in appendix two. If we request a legal opinion we will pay your solicitor's fees, up to a maximum of £500 including VAT.

We need to report on how much money we award to each sector. Please tell us which sector your organisation is part of. If you are not sure, please tick other and we will review this when we receive your application.

1.6 Reference or registration numbers

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

1.7 Your organisation's bank account

All organisations that receive a grant from us must have a bank account in the name of the organisation as shown on their governing document. Cheques must be signed by at least two people who are not related. Tick the yes box if this applies or the no box if it does not.

1.8 Your organisation's accounts

You must provide a copy of your most recent approved accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate.

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

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

New organisations

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

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

Section 2: About your project

2.1 Project name

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

2.2 Project summary

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

2.3 Project location

Complete the table to tell us where your project will be delivered and what its postcode is. In some cases a project will be delivered in more than one place. If so, tell us the locations and postcodes for each delivery location. If your project is delivered through outreach work or covers a wide area then tell us the postcode of where the project is based. Alternatively if your project runs in a park or somewhere similar with no postcode of its own, please provide the full postcode of a street or building nearby.

Estimate the percentage of the grant that will be used to deliver the project in each location. If your project will be delivered in more than four locations, please list only the main location in each region.

2.4 Project beneficiaries

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

Please tell us how many young people you estimate will benefit directly from your project throughout the life of your grant. Explain how you will ensure that at least half of these beneficiaries will be young people who are considered vulnerable or who are disadvantaged.

‘Direct beneficiaries’ are those who you could count or identify, generally people who have taken part in the project or who have used the service that you provide.

2.5 Project need

What is the need for your project?

Tell us about any existing services and how your project will add to them or fill any gaps. Include details of any research you have carried out and any other evidence you have gathered, including any regional or national strategies that support the need for your project.

How have young people identified that need?

You should use this section to tell us about the young people you are working with whose ideas are the inspiration for the project. Include details of how you engaged and supported an inclusive group of young people to develop the project. It is a good idea to use the Hear by Right self-assessment tool, or something similar, to make sure that you tell us about everything you have done to involve young people.

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

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

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

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

Explain how you will maintain these relationships.

2.6 Project outcomes

Briefly describe what difference your project will make by listing between four and six proposed outcomes.

Consider what outcomes you aim to achieve and break these down into concise bullet points, as shown in the example on page 9 of this guidance. Please list no

more than six outcomes. You need to ensure that your proposed project outcomes meet at least the first two of the YPF 2 outcomes and at least two of the Every Child Matters outcomes. These are listed in the programme guidance notes on page 7.

How will your proposed project outcomes help achieve the outcomes of YPF 2?

Explain how your project outcomes will contribute to achieving the YPF 2 outcomes and the Every Child Matters outcomes you have listed.

Also use this space to demonstrate how your project will be of national significance.

Section 3: Achieving your outcomes and delivering your project

3.1 Project delivery method

How will you work with young people to ensure the project meets the identified need and brings about your proposed outcomes?

Tell us why your project is the best way to meet the need and bring about your proposed outcomes. Explain how young people will be involved in delivering this project.

Explain what methods you will use to measure and track whether the outcomes are being achieved. Detail how you will work with young people to do this.

Tell us how you will involve beneficiaries in the measuring and tracking of progress and how you will do this.

3.2 Outcomes table

Complete the outcomes table for each outcome of your project. This table will help us to understand the significant stages and events of the project. We will use the information in this section to assess whether your project is likely to lead to your proposed outcomes and whether the project is realistic and achievable.

For each of your proposed project outcomes, define the key stages that you expect to complete. Please copy and complete the table for each outcome you have listed in question 2.6. An example of an outcome with milestones is given below.

Milestones - Please list up to six milestones for each outcome. These should be short bullet points that state the key activities, tasks, services or changes that will take place at different stages in the project. Your first milestone is likely to be the production of a business plan, once you have been awarded a grant. Within each milestone, you might want to tell us the percentage or number of people you think will

participate in or achieve each milestone.

Your milestones should be based on your project plan. If your project includes more than six milestones for a particular outcome, you should include the six most significant ones. You may need to put the same milestone under more than one outcome. We will ask to see your full project plan if you are awarded a grant.

Timescales - Please give a time scale for reaching each milestone. This should be a date by which the milestone will be achieved, for example December 2009 or end of project year one.

Outcome 1:	
Milestones	Timescales
Steering group recruit staff, develop business plan and begin marketing, with professional support.	By end of month 3
Steering group have recruited 75 young people and developed and administered a baseline survey against which progress can be gauged. This survey measures young people's confidence levels, assertiveness, communication skills, ability to analyse information and make good choices. Repeat annually for each new intake of young people.	By end of month 6
Young project workers have been trained and are supported to develop and maintain the information, campaigning and marketing materials on the website. Repeat annually for each new intake of young project workers.	Between month 6 and month 12
54 peer mentors have been recruited from among the young project workers. All new mentors have received training and support from professionals and existing peer mentors. Repeat annually.	By end of month 9
Peer mentors have been to 270 schools, youth clubs and young people's organisations between them to facilitate discussions and raise awareness, initially with professional support, always in small groups. Repeat annually	Between months 9 and 12
Repeat baseline survey to assess impact on young people completing each cycle (at least 750 in year 1, 1350 in years 2-5)	By end of month 12

3.3 Project management

How will you ensure that this project is delivered effectively and is well managed. Detail how you will work with young people in managing the project?

Explain any experience your organisation has of managing similar projects particularly your experience of running projects on a multi-regional or national basis.

Explain how you will ensure that you have the right mix of skills, knowledge, experience and qualifications.

Explain any assumptions you have made when working out these requirements.

3.4 Equal opportunities

Tell us how the people or organisations that you are targeting will know that the project exists, will have access to the project and can use the facilities and services provided.

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

Our 'Equality Matters' guide is designed to help you think about and describe your everyday practice on equality and includes guidance on accessibility. You can download it from our website www.biglotteryfund.org.uk

3.5 Child protection/vulnerable adults

As you are applying for a project 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, young people or vulnerable adults also have procedures in place for their protection.

If your project is aimed at the wider community, where children and young people might potentially be involved, we would not necessarily expect a child protection policy to be in place.

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

NSPCC has produced a number of step-by-step guides for organisations to safeguard children, including Stopcheck and Firstcheck. You can download them from their website at www.nspcc.org.uk or buy a copy by calling 020 7825 7422. 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 www.biglotteryfund.org.uk/pub_child_protection_guide.pdf

3.6 Project budget

Provide a breakdown of your project costs for the lifetime of the project.

Make sure you read the notes on page 8 as they will tell you:

- the total amount we will fund
- the total project costs we will consider for this programme
- what revenue and capital costs you can ask us to fund
- what overheads you can ask us to fund
- whether you can ask us to fund any VAT costs

- what legal costs associated with a grant award you should make provision for.

You should consider carefully how much your project will cost in total, and how much you need to ask us to fund. Complete the budget sheet using your own budget headings so that we can see what costs your project will include. You should also include any costs that you will incur during the development of your business plan if you are awarded a grant.

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

Tell us how you worked out your costs

Include any assumptions made on VAT and inflation. Tell us whether any of your costs are based on quotations. Tell us how your stakeholders or partners have been involved in helping you to work out your costs.

3.7 Project funding

Tell us how much money you will require from us during each year of your project.

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

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

- identifying the cost of an item of comparable age and condition

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

3.8 Value Added Tax (VAT)

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

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

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

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

- if we have funded all of the recoverable VAT costs for your project, you must refund all of the VAT recovered to us
- if we have funded a proportion of the recoverable VAT costs for your project, you must refund the same proportion of the VAT recovered.

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

3.9 Staff posts

Complete the questions and the salary information grid for each member of staff that will work on the project. Copy as required.

3.10 Volunteers

Tell us whether any volunteers will work on the project and explain what they will contribute to the project and how much time you expect them to give.

Section 4: Finishing your application form

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

You are able to send your application to us by email, on disk, as a hard copy however Section 4 must be sent to us in hard copy as we need to receive the original signatures.

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

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

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

Read the declaration carefully and ensure that an appropriate person signs each section of the form.

Your application form must be signed by an independent referee. This must be someone who is completely independent of your organisation but know its work well and knows about the project for which you are requesting funds. They must be willing to comment on your application in writing or verbally to an assessor if requested, and should be easily contactable.

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

MPs (or elected members of devolved administrations)

Local councillor

Justice of the Peace

Solicitor

Senior bank official

Chartered accountant

Senior local authority officer, civil servant, or other public sector employee

Local authority arts development, sport development, museums or lottery officer

Senior officer from a development agency, for example a rural community council, or a council for voluntary service. Healthcare professional*

School teacher*

Social worker*

Youth worker*

Police officer*

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

Your referee must not be:

- a current member of your organisation, a trustee or a member of staff

or

- related to someone in one of these positions

or

- formerly (that is, within the last two years) in one of these positions

or

- someone who will directly benefit if you get a grant.

If your application form is not signed by the appropriate people, we will return it to you.

Advice and support

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

Call or email us with any questions you have. Our contact details are on page 9.

We work closely with a range of organisations that may be able to help you with your application, in addition to the National Children's Bureau such as: councils for voluntary service, community councils and local authorities. To find out who to contact locally, call or e-mail us.

Useful contact details

We have included details of other sources of funding and information for young people and organisations working with them on our website www.biglotteryfund.org.uk/prog_ypf2_national_grants.

They may help you to find alternative sources of support for your project, or help you think about partnerships that can help your project achieve its objectives.

For all general enquiries about applications please phone the Big advice line on 0845 4 10 20 30 (textphone 0845 602 1659).

Appendix one – standard conditions of grant

Standard terms and conditions for capital grants – YPF 2 National Grants

Note: applicable to England and Wales only. Variations available for Scotland and Northern Ireland.

1. If any part of the capital grant is to buy or build, refurbish, extend or alter buildings or land (“capital assets”), then we understand that these standard terms and conditions will apply to our grant in addition to all other conditions you have required of us.

2. We understand and accept that you may require security over the capital assets funded by the grant. Usually this will be either a deed of dedication in your standard form or if the property is registered, a restriction to be lodged at the Land Registry or if unregistered, a deed of undertaking in your standard form to secure repayment of the grant in appropriate circumstances. If you have asked for security, we understand that you will not pay more than a maximum of 5% of the capital grant until you have received the documents completed to your satisfaction.

3. We understand and accept that you may require confirmation from our solicitors (by way of a legal opinion, which you will supply), that we have the legal powers under our governing documents to undertake the project and to execute the legal documents associated with our grant.

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

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

- a surveyor’s report on the condition of the property, its value and whether it is suitable for the project;
- confirmation by our solicitors that all necessary consents for the use of the property for the purposes of the grant have been obtained;
- if the grant is over £50,000, a certificate of title completed by our solicitors (which you will supply), together with either a deed of dedication or our solicitors undertaking to lodge restriction at the Land Registry if the land is registered or if the property is unregistered, a deed of undertaking.

6. If any part of the capital grant is to buy leasehold land, then we will ensure that the lease will be for the following minimum term of years or for minimum asset monitoring period in clause 11, whichever is the longer:

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

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

- that you will keep 95% of the capital grant until we have provided in a satisfactory form:
 - evidence that we have received any necessary planning permission, listed building consent and building regulations consent (or other applicable consents or regulations) required for the building work; and
 - evidence that a competitive tender process has been undertaken with a minimum of three estimates received from three independent

builders. If we are to commission the building works under pre-tendered arrangements, we will provide evidence of the tender process undertaken to identify existing contractors;

- that you will make payments in stages when you receive builders' invoices or against interim certificates completed on the RIBA (Royal Institute of British Architects) form or other appropriate invoices;
- that you will keep 5% of the part of the grant for the building works until you receive the certificate of practical completion. We will then send you the making good defects certificate; the final certificate; confirmation that we have obtained the building regulations completion certificate; and confirmation that we have obtained the buildings insurance certificate; and
- that if we want to make significant changes to the scope of the building works, we must get your permission in writing before going ahead.

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

- you will require confirmation (by way of a certificate of title, which you will supply) from our solicitors that we are the leasehold or freehold owner of the capital assets to which the grant relates and that the capital assets may be employed for the grant purpose;
- you will keep 95% of the capital grant until we have provided in a form which is completed to your satisfaction:
 - a copy of the tender review report. If we are to commission the building work under pre-tendered arrangements, we will provide you with evidence that demonstrates that costs have been market tested to confirm value for money;

- an updated capital project cost summary, cash flow and programme; and
- evidence that we have secured all the required partnership funding for the capital project;
- we must employ a lead building professional to manage the tender process and to certify that the building works have been properly carried out;
- if structural work is necessary, we must employ a structural engineer;
- we will use building professionals that are fully qualified members of an approved professional body and have all necessary professional indemnity insurance cover; and
- if building works come under the Construction (Design and Management) Regulations 1994, we will confirm that we have appointed a planning supervisor.

9. We understand that if we do not make payment claims for capital grant within three months of incurring the relevant capital expenditure, then you will proportionally reduce our capital grant in line with the actual capital expenditure incurred in the claim period.

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

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

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

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

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

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

Standard terms and conditions for revenue grants – YPF 2 National Grants

Definitions

“We” and “our” refer to the organisation receiving the grant bound by these terms and conditions. “You” and “your” means the Big Lottery Fund and includes your employees and those acting for you.

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

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

1. In general

1.1 We will use the grant exclusively for the project. We will hold any unused part of the grant on trust for you at all times, and we will repay any grant (including any unused grant) to you immediately upon demand.

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 an executive non departmental public body, receive a copy of these terms and conditions while the Grant Agreement remains in force.

1.4 We will ensure that at all times while the Grant Agreement is in force we are correctly constituted and regulated and that the receipt of the grant and the delivery of the project are within the scope of our governing documents, and if asked by you we will provide a legal opinion from our solicitors confirming this.

2. The project

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

2.2 We will submit the business plan [and capital project plan for any capital works] to you within six months from the date of the Grant Agreement. Once the business plan [and capital project plan if appropriate] has been agreed by you, we will commence the project within six months from the date of that approval or, if it is delayed, write to you giving reasons for the delay and asking for an extension.

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

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

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

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

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

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

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

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

2.11 We agree to meet all laws regulating the way we operate, the work we carry out, the staff we employ or the goods we buy. We will ensure that we have an equal opportunities policy in place at all times, to help us comply with all relevant laws and good practice throughout the period of the Grant Agreement. We will obtain all approvals and licences required by law or by you.

2.12 As our project involves work with children, young people or vulnerable adults (“vulnerable people”), we will take all reasonable steps to ensure their safety. We will obtain the written agreement from the legal carer or guardian before having any direct contact with any vulnerable person. We will have and carry out an appropriate written policy and set of procedures in place at all times to safeguard vulnerable people, which will include procedures to check backgrounds and disclosures of all employees, volunteers, trustees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people with the Criminal Records Bureau.

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

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

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

3. Our organisation

3.1 We will get your written agreement before:

- Changing our governing document, (unless we are an executive non departmental public body) concerning our aims, payments to members and members of our governing body, the sharing out of our assets (whether our organisation is dissolved or not), or the admission of any new members; or
- Transferring our assets to, or merging or amalgamating with, any other body, including a company set up by us.

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

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

3.4 We will be available for meetings with you and allow full and free access to our records however and wherever held and to any of our offices or buildings to you, or those acting for you or to the National Audit Office.

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

4. VAT

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

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

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

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

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

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

5. Our annual report and accounts

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

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

5.3 We will send you a copy of our annual accounts as soon as they have been approved in accordance with our governing document and in any event within ten months of the end of the financial year for each year in which grant payments are made. The accounts will be signed by a member of our management committee and externally audited or independently evaluated as appropriate for our organisation. We understand that if we are an executive non departmental public body, we are not required to send you our accounts. However, if you require to see them, we will send you our accounts, signed and audited as required by the appropriate regulations.

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

5.5 We will report regularly and fully to all members of our governing body on the financial position of our organisation and will put in place procedures to avoid any conflict of interest arising in the provision of goods and services required to deliver the project.

6. Monitoring

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

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

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

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

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

7. Grants for Salaries

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

7.2 If the grant is for a salary of a new post, we will advertise the vacancy externally, using appropriate media (including media that could attract disadvantaged groups). We must send you a copy of the text of every advertisement within a reasonable time before such advertising, which will be in accordance with all current best practice and will acknowledge that you are the funder of the post. This

applies to any re advertisement. We must keep the job description, a list of the publications where we placed the advertisements and a copy of the letter of appointment and send them to you if you ask for them.

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

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

8. Grants for Assets and Services

8.1 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.

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

8.3 If any part of the grant is to buy a capital item or series of capital items, such as equipment or other items which have an economic life of five years or more and vehicles, costing up to and including £10,000 we will keep all receipts and invoices for you to look at. If we

buy a vehicle we will send you a copy of the registration documents no later than three months after you have sent us the money for the vehicle.

8.4 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.

8.5 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.

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

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

subject to conditions requiring us to repay all or part of the money we receive.

9. Payment of grant

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

9.2 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 main grant within 12 months of the date of the grant or offer letter; otherwise it will automatically lapse, unless you agree in writing to an extension.

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

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

9.5 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.

10. Length of Grant Agreement

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

- For one year following the payment of the last instalment of the grant.
- As long as any part of the grant remains unspent.
- The expiry of the maximum period required under the grant for asset monitoring.
- As long as we do not carry out any of the terms and conditions of the Grant Agreement or any breach of them continues (this includes any outstanding reporting on grant expenditure or project delivery).

11. We understand that

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

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

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

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

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

- We fail to meet any of these terms and conditions, or the terms and conditions attached to any other grants from you for which a Grant Agreement is still in force.
- We completed the application form dishonestly or significantly incorrectly or misleadingly.
- We or any other person or organisation operating for us gave you any significantly misleading or inaccurate information, whether deliberate or accidental, during the application process, or during the period of the Grant Agreement.
- Members of our governing body, volunteers or staff act at any time during the project dishonestly or negligently or in any way, directly or indirectly, to our detriment or to the detriment of our organisation or the project or to the detriment of your reputation.
- Our organisation, members of our governing body, employees or volunteers are subject to an investigation or formal enquiry by the Police, Charity Commission, the Office of the Scottish Charity Regulator, HM Revenue and Customs or other regulatory body.
- We receive duplicate funding from any other source for the same or any part of the project.
- We do not take positive steps to ensure equal opportunities in our own employment practices and the delivery of and access to our services.
- There is a significant change of purpose, ownership or recipient, either during the project or within a reasonable period after its completion, so that you judge that the grant is unlikely to fulfil the purpose for which you made it.
- At any stage of the application process or during the period of the Grant Agreement we do not let you have information that would affect your decision to award, continue or withdraw all or part of the grant.
- We are or become legally ineligible to hold the grant.

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

11.6 You may withhold or demand repayment of all or any of the grant if 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.

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

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

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

12. Additional conditions

12.1 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.
- You judge that members of our governing body, volunteers or staff or any person or organisation closely involved in carrying out the project act in a way that may have a detrimental effect on the project or on your reputation as a distributor of public money or as a Government sponsored body.
- If you have reasonable grounds to believe that it is necessary to protect public money.
- You believe such conditions are necessary or desirable to make sure that the project is delivered as set out in our application or following any agreed changes.

Appendix two – standard legal opinion

On grant recipient’s solicitors headed writing paper

Date: []

To: The Big Lottery Fund (“the Fund”)

[Grant Recipient name]

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

1. Basis of opinion

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

(i) a copy of the grant application containing details of a project which, subject to the award of a grant from the Fund, [] intends to carry out, the “project purpose”; and

(ii) a certified copy of the [Trust Deed/Memo and Arts/Constitution/Rules] “constitutional documents” of [].

2. Opinion

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

3. Practising Certificate

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

4. Duty of Care

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

5. Qualifications

The foregoing opinion is subject to the following qualifications:

[Include if appropriate].

Yours faithfully

Young Peoples Fund 2

Photography Ana Arenas, Alan Fletcher, Martin Jenkinson, Simon McComb, Brian Morrison,

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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.

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