



## Key information

### Policies and requirements

Please read this information before you complete your application form. It explains policies and requirements, that may be relevant to your project, and that we would expect you to have in place before you apply. If your organisation doesn't currently meet these requirements and you think that they're relevant to your project, please give us a call. We may ask to see evidence of these as part of our assessment.

### Insurance, qualifications or affiliations to a governing body

Depending on what you want to do, your project may need public liability insurance, qualified leaders or instructors, or you may need to be affiliated to a specific governing body. For example:

- public liability insurance is required for any public events
- if your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors.

### Applications from branches of larger organisations

**Independent branches** of larger organisations can apply directly to us, but they must have their own governing document and be allowed to manage funds and staff without referring to another body.

**Dependent branches** can also apply directly to us if they:

- have their own governing document (or have adopted the parent organisation's governing document); and
- produce their own annual accounts; and
- have their own bank or building society account in the legal name of their organisation as shown on their governing document and are responsible for this account and how the funds in it are spent.

If we offer a dependent branch a grant, we will ask the parent organisation to accept overall responsibility for it.

For other dependent branches where there is less local control, the parent organisation will need to apply. If you are unsure, please give us a call.

### Projects working with children, young people or vulnerable adults

If your project will work with children, young people or vulnerable adults, we expect you to be able to meet the following minimum requirements:

- have safeguarding policies appropriate to your organisation's work and what you are asking us to fund, which you review at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records at least every three years and taking up references
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults

- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment and secure extra insurance, if appropriate.

The NSPCC provides a range of child safeguarding advice and information services which can be accessed by visiting [www.nspcc.org.uk](http://www.nspcc.org.uk), emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or by calling 0808 800 5000.

## Equalities

We want the organisations we fund to promote equal opportunities and challenge discrimination. You can find out more about our equalities principles on our website: <https://www.biglotteryfund.org.uk/about-big/our-approach/equalities>

## Checks we carry out on your information

As an organisation that gives out public funds, we carry out a number of checks on the information you provide us. We have produced two guides to help you understand our checks. If you read these before you apply, we are less likely to identify any issues. You can find this information on our website: <https://www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding/information-checks>

## Costs we can't pay for

We won't fund:

- × purchase of alcohol
- × payment to third parties for their help with writing an application
- × new staff posts or existing staff costs that are already being funded. We can pay for sessional staff to deliver short term activities and existing staff to carry out project related activities additional to their current role, if they are the most appropriate people to deliver these
- × vocational training
- × activities that are publically funded
- × projects better suited to other Lottery funders. For example: projects to increase participation in the arts, increase participation in sport or protection of natural or built heritage. Projects that are celebrating sport/art/heritage or are using them as an engagement tool are fundable
- × part funding for a major capital project and part funding a large revenue project when other funding is not secured
- × costs that don't represent good value for money or that we think are unreasonable. For example, registration or membership fees for existing clubs, loans, interest payments, general appeals, endowments or activities to raise funds for your organisation
- × religious or political activities
- × large items that only benefit an individual. A limited number of smaller commemorative items for example may be fundable, however larger items like equipment given to one person are not fundable
- × items or activities you have already paid for before you get a decision
- × trips outside the UK
- × general running costs which are not part of the project (for example, rates, utility bills, rent and routine repairs and maintenance)
- × second hand vehicles
- × VAT you can recover.