



FREQUENTLY ASKED QUESTIONS – ENGLAND

STAGE TWO APPLICATION DEADLINE

What documents do I need to submit by email and what documents should be on the CD?

Your Stage Two application form **MUST** be emailed to us at ccfengland@biglotteryfund.org.uk by midday on 5 December 2016. You will receive an automated reply email acknowledging your submission. If you do not receive this automatic email your submission will not have been received and you should contact the Funding Manager for the Coastal Communities Fund on 0141 242 1400.

Your Capital Delivery Plan requires to be submitted by the date agreed directly with your Capital Adviser to us at ccfengland@biglotteryfund.org.uk. Again, you will receive an automated response acknowledging your submission. If this is not received, please contact the Funding Manager for the Coastal Communities on 0141 242 1400.

Any documents to supporting your Capital Delivery Plan should be submitted on a CD (e.g. Capital Cost plan, drawings, permission etc.) and sent to us at:-

Coastal Communities Fund
BIG Lottery Fund
Pacific House
70 Wellington Street
Glasgow
G2 6AU

We will acknowledge receipt of the CD on the day that it is received but you may want to consider “tracking your delivery” to monitor its progress.

Do we need to provide a Business Plan?

This is not a requirement for Round 4 of CCF. If, however, you already produced a Business Plan which you would like us to see we would be happy to receive this.

How should we present information about our “portfolio application”?

“Portfolio applications” are those application projects that bring together several smaller projects that have similar aims and objectives and have a lead organisation that can

demonstrate the aims and outcomes of the whole project will be met. By their nature, they can vary and different groups have different issues as regards their particular portfolio elements.

The “Capital Delivery Plan for Portfolio Projects” will enable you to provide information on the capital costs associated with the various individual elements.

However, we will work with you to ensure that you can present information about the various portfolio elements of your project in a manner that suits you and you should discuss your specific requirements/concerns with your Funding Officer.

So, for example, some applicants have said they are happy for us to share the templates they are using for their application. One such template has been produced by Dorset County Council on behalf of Dorset CCT. They have been happy to share this with us so that other applicants can decide whether it suits their purposes too. These template examples can be found on the Coastal Communities website www.biglotteryfund.org.uk/ccf under the heading ‘Related Documents’.

Equally, you may well simply wish to complete a separate Capital Development Plan (General or Public Realm) for the different aspects of your portfolio project

COSTS

Can we go out to Tender before the funding decision is made?

Any costs incurred prior to confirmation of an award are not recoverable and are incurred at your own risk.

We’ve developed our project to RIBA Stage Four and this is no longer necessary; can we be reimbursed for those costs?

Any costs incurred prior to confirmation of an award are not recoverable and are incurred at your own risk.

Can we use funds from CCF for the open tender process?

All project related costs incurred *after* notification of a successful Stage Two bid will be considered eligible costs.

We already have a contractor/artist/supplier in mind. Do we need to go out to tender?

Funding support from the Coastal Communities Fund involves the use of public funds. As a result, it is essential that there is a consistent, fair and transparent process for purchasing goods, services and works; an open tendering process helps ensure a consistent, fair and transparent process is followed.

There may be occasional instances when a tendering process may not be possible due to the highly specialised/bespoke nature of a particular aspect of a project and the specialism of the contractor involved. Such instances are rare and the onus is on you to demonstrate why a tendering process should not be followed.

My capital costs are under £100,000, what information should I provide on the capital element of my project?

For projects with “Capital” costs under £100,000, you should discuss your costs with your Funding Officer who will be happy to help and advise you on the level of detail required for the Stage Two application. Every project is different and has different requirements; we need to understand what is planned and whether or not there are any potential pitfalls that could inhibit delivery with CCF timescales.

Projects with capital costs exceeding £100,000 are required to complete a Capital Delivery Plan and have a Capital Adviser appointed to help them through this process.

OUTCOMES/JOBS

Is there a particular way in which I should measure and evidence job creation/visitor spend?

Further information and Guidance on Measuring Outcomes can be found on the Coastal Communities Fund website at www.biglotteryfund.org.uk/ccf.

Do we need to complete Section 5 on “Staff Posts” if CCF funding is not being used to support these posts? We have existing salaried staff who will be supporting the development of the project and delivery stage.

Section 5 covers posts where CCF is being asked to contribute to their cost (in part or in whole). If you are “contributing” existing staff time as part of the overall bid, we will still want to know how the detail of what staff costs are being contributed and Section 4.4 and 4.4.2 would be an appropriate place to provide that detail.

I'd be grateful if you could look at section 4.3.1 and 4.4.1. I can fill in the cells but the total doesn't seem to automatically working.

If you are having difficulty getting the numbers to ‘stick’ or add up in the budget table columns, please press the tab key after entering each number. This will make it hold in the cell, and will allow the total boxes to update.