

Before you start

Make sure you have read the [Young Start guide](#) carefully.

If you have any communication needs (such as Braille or large print, screen reader, audiotape, sign language or a community language) please contact us – see below for contact details.

We update our programmes from time to time, so if you have had this form for more than three months, contact us or visit our website to check that you have the most up to date version. This version was published in May 2014.

If you have downloaded this form or received it by email you can type directly into it and save your answers but you must save the form to your own computer first and have version 10, or above, of Adobe Reader installed. Further information on this is available on our [website](#).

Completing the form

There are help notes next to each question that explain how to answer it and a jargon buster in the guide to help you with some of the terms used.

Many of the questions in the form start with a 'yes' or 'no' option. If you tick 'no' you can go straight to the next question but if you tick 'yes' you may need to give further information.

If you are using a paper form please write clearly in black ink or type.

Checking your application

Before you send your application to us, please check that you have answered all the relevant questions and completed the checklist at the back of this form.

Questions or further information?

If you have questions about Young Start or you need more information:

- visit our website: www.biglotteryfund.org.uk/youngstartfund
- call our advice line: 0300 123 7110
- send us an email: enquiries.scotland@biglotteryfund.org.uk
- contact us using text relay on 18001 plus 0300 123 7110 (for those with a hearing or speech impairment).

Delivered by



Part one - Who are you?

1. What is your organisation's name and address?

What is the full, legal name of your organisation as shown on your Governing Document?

Does your organisation use a different name in your day-to-day work?

No Yes

If yes, what other name to you use?

What is the main or registered address of your organisation, including postcode?

What is the main email address for your organisation?

This should be the email address people use to contact your organisation.

2. What type of organisation are you?

a) Are you a registered charity? No Yes

If yes, what is your registration number?

b) Are you a company limited by guarantee? No Yes

If yes, what is your company number?

c) When was your organisation set up? day month year

d) How many people are on your governing body or management committee?

e) Are you a branch of a larger organisation? No Yes

If yes, what is the name of the larger organisation?

What is their address?

Give the full name as it appears on your governing document or constitution. This should be the same as on your bank account.

Tell us your organisation's main or registered address, including the postcode. If you're successful, this is the address we'll send your offer letter to.

Details of eligible organisations are in the Young Start guide.

By 'registered charity' we mean registered with the Office of the Scottish Charity Regulator or the Charity Commission.

If you are a charity and a company, please provide the numbers for both.

All organisations must provide a start date. Give the date when your organisation adopted its current legal status. This should be on your governing document. If you don't know the exact day or month, please give us an approximate date.

If you are a branch of another organisation that has management and financial control over you they may have some legal responsibility if we give you a grant.

If your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not. We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership.

f) Are there any restrictions on who can join your organisation?

No

Yes

If yes, what are they and why do you have them? (maximum 50 words)

3. Does your organisation have a website?

No

Yes

If yes, what is your website home page address?

4. Provide a summary from your most recent accounts

Are the figures below:

information from the latest accounts approved by your organisation

or

a projection because your organisation has been running less than 15 months?

Account year ending: Day/Month/Year

Total income for the year (A)

Total expenditure for the year (B)

Surplus or deficit at the year end (A-B)

Total savings or reserves at the year end

Have your accounts been audited?

No

Yes

5. Is your organisation registered for VAT?

No

Yes

If yes, what is your VAT number?

If your organisation has been running for less than 15 months we will accept a 12-month financial projection for the year when you will spend the grant. Please include the amount you are requesting from Young Start in your projection.

Your financial year can be for any 12 consecutive months.

This should include all the income your organisation has received and all items of expenditure for your last financial year.

If you are registered for VAT you can apply for the cost of non-recoverable VAT only.

Your VAT number should be between 9 and 12 numbers long and have no spaces.

6. Who is the main contact for this application?

Title	<input type="text"/>
Forenames (in full)	<input type="text"/>
Surname	<input type="text"/>
Position in organisation	<input type="text"/>
Date of birth	<input type="text"/>

Home address, including postcode

Have you lived at this address for less than three years? No Yes

If yes, what was your previous address?

Phone number: Day	<input type="text"/>
Phone number: Evening	<input type="text"/>
Phone number: Mobile	<input type="text"/>
Email address	<input type="text"/>

Do you have any communication needs? No Yes

If yes, what are your communication needs? (maximum 20 words)

This must be the person who submits the application. They should be someone from your organisation who can talk about your project and we can contact during office hours. They must be over 16 years old.

We need their date of birth and home address for our standard fraud prevention checks, so please check that the information provided is correct.

At least one of the phone numbers must be a landline number.

These might be textphone, sign language, large print, screen reader, audiotape, braille or a community language.

7. Who is the senior contact for this application?

Title	<input type="text"/>
Forenames (in full)	<input type="text"/>
Surname	<input type="text"/>
Position in organisation	<input type="text"/>
Date of birth	<input type="text"/>

Home address, including postcode

Have they lived at this address for less than three years? No Yes

If yes, what was their previous address?

Phone number: Day	<input type="text"/>
Phone number: Evening	<input type="text"/>
Phone number: Mobile	<input type="text"/>
Email address	<input type="text"/>

If we need to contact them which address should we use?

The email address in this question.

The address in this question.

Does your senior contact have any communication needs? No Yes

If yes, what are they? (maximum 20 words)

The senior contact should be a different person from the main contact in question 6.

The senior contact should be your chair, secretary, treasurer or other senior member of your management committee. They must be over 18 years old. For companies it should be a director or the company secretary.

We need their date of birth and home address for our standard fraud prevention checks, so please check that the information provided is correct.

At least one of these phone numbers must be a landline number.

Tick one box only.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

Part two – What do you want to do?

8. What is the name of your project? (maximum 40 characters)

9. Which of our programme outcomes will your project meet?

Tick the outcomes your project will meet

- Confident** - Children and young people have more confidence and skills.
- Healthy** - Children and young people have better physical, mental and emotional health.
- Connected** - Younger and older generations are better connected and have more understanding and respect for each other.
- Enterprising** - Young people are better prepared for getting a job or starting a business.

This should be a short title that can be used for publicity purposes.

Our programme outcomes are the changes that we want funding from Young Start to achieve. Your project must meet at least one of them to be considered for a grant but it may meet more than one.

If your application is successful we'll discuss these with you. We will also discuss the best way to monitor the success of your project by agreeing indicators.

**10. What project or activities do you want us to fund (explaining how your project will meet the outcomes you have ticked above)?
(maximum 400 words)**

Describe your project, explaining what it will do and how it will be delivered. Tell us about the people that your project will help. You can use bullet points to cover the main points.

There is more information about what we can fund within the Young Start guide. Read this carefully to check that we can fund what you want to do.

11. How will your project make the most of people, places and other resources within the community? (maximum 300 words)

Examples of existing resources could be:

- the interests and enthusiasm of young people in an area
- the knowledge and experience of older people
- the networks and connections within a community
- local facilities such as sports clubs, community centres and libraries
- voluntary organisations and support agencies
- heritage and history of an area
- local parks and public spaces
- local businesses and social enterprises.

12. What gaps and/or issues are there within your community that the project will address? (maximum 300 words)

We want to know that your project is needed and wanted in the area and that it doesn't duplicate existing provision. Tell us about gaps or issues and tell us how your project will address them.

Examples could be:

- waiting lists for activities or services showing demand can't be met with current resources
- lack of a particular facility or service in the area
- Poor health, high levels of youth unemployment, crime or isolated older people
- Lack of youth workers
- A popular facility that has closed.

13. How have young people been involved in your project so far and how will they be involved once the project has started? (maximum 300 words)

Tell us how young people have been involved in the development and design of your project, for example

- meetings to discuss what's lacking in the area
- speaking to young people you're currently working with or that are part of your organisation.

Tell us how you plan to involve young people in the delivery of the project, for example

- steering group or management committee
- delivering part or all of the project.

14. How many people will participate in your project?

This may be an estimated figure at this stage. If your project is working with young people and older people give estimated numbers for each.

15. Where do these people live?

In Young Start we define young people as those aged 24 and under, and older people as those aged 50 and over.

16. When will your project take place?

Start date (day, month and year)

End date (day, month and year)

Is your start date: Fixed Flexible

Tell us the local authority areas and, if possible, further detail on location, for example, an area or district within a town. If the people who will benefit from your project are from a number of places, tell us where the majority of them live.

Your start date should be at least three months after you send us your application. If your start date is flexible put the earliest date when your project could begin. Your project should be completed within 24 months.

17. Where will your project take place?

Give the location of the places where your project will happen.

- ▶ If your project will take place at (or be run from) a single location, enter its postcode, put 100 per cent and select it as the main location.
- ▶ If your project will take place at (or be run from) a number of locations, enter more rows and estimate a percentage for each one. Then select one postcode as the main location. The total must add up to 100 per cent.
- ▶ If the location doesn't have a postcode, use one for a nearby building.

Building name (or number) and street	Postcode	% per location	Main location
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

19. Staff posts (If you are not applying for staff costs then go to question 20)

Please complete this question for each post that you are asking us to fund or part fund. Please copy this page and enclose a copy for each post ensuring the pages are clearly labelled with your project name and unique reference number.

Job title

Tick one box.

New post?

Existing post?

If a new post, will the post be openly recruited?

No

Yes

If not, tell us why the post will not be openly recruited.

What will this person do on the project?

Who will this person report to and what support will they receive?

Total hours worked by this person (per week)	Hours worked on this project (per week)	Annual salary for total hours worked (£ per year)	Annual national insurance contribution (£)	Employer pension contribution (%)	Redundancy cost (if applicable)

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

Make sure you read the Young Start guide as it will tell you:

- The total amount we will fund
- What we can and can't fund.

You should think carefully about 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. It is important that you give us realistic costs. Remember to include inflation in your calculations.

Keep any documents or other notes relating to how you worked out your costs as we may want to discuss these with you when assessing your application.

Young Start can fund 100 per cent of project costs. However if you have other funding we need you to tell us when this will be secured and if your project is dependent on this.

20. Requirements for projects involving work with children, young people under the age of 18 and vulnerable adults

As a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies 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 and taking up references
- renew criminal records checks at least every three years
- 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, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements?

No Yes N/A

If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as the Care Inspectorate) please give details below, including any reference numbers.

Tell us whether these members of staff are already part of your organisation or not and what they will be doing on this project.

We would normally expect posts to be openly recruited. If this is not appropriate for your project tell us why.

Part four – Who is your project for?

21. Is your project directed at, or of particular relevance to people from a specific ethnic background?

No Yes

If yes, please tick up to three categories to indicate the ethnic background of the people who will benefit.

White

Scottish/English/Welsh/ Northern Irish/UK

Irish

Gypsy or Irish Traveller

Any other White background

Mixed/Multiple ethnic background

Mixed ethnic background

Asian/Asian UK

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Black/African/Caribbean/Black UK

Caribbean

African

Any other Black/African/Caribbean background

Other ethnic group

Arab

Any other ethnic group

It is your responsibility to have acceptable safeguarding policies and procedures in place, which we may ask to see at any time.

We may seek further information from any bodies you are registered with, or inspected by.

22. Is your project directed at, or of particular relevance to, people of a specific gender?

No

Yes Tick which gender

Male Female

23. Is your project directed at, or of particular relevance to a particular age group?

No

Yes If yes tick up to two boxes

0-9 years

10-14 years

15-24 years

25-64 years

65+ years

24. Is your project directed at disabled people, or of particular relevance to people with disabilities?

No Yes

25. Is your project directed at, or of particular relevance to, lesbian, gay or bisexual people?

No Yes

26. Is your project directed at, or of particular relevance to, people of a specific religion or belief?

No

Yes

If yes, please tick the faith of the people who will benefit (Tick all that are relevant)

No religion

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

Other religion

Part five – Data Protection and Freedom of Information

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

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

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

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

If false or inaccurate information is provided in a funding application and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained from our Customer Services by emailing dataprotection@biglotteryfund.org.uk or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Customer Services, Big Lottery Fund, 2 St James Gate, Newcastle upon Tyne, NE1 4BE.

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

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This means that the information you send us might be requested, and if no exemptions apply we will need to release it, though we'll try to contact you first. If the information that you send us is confidential then let us know at the time.

Part six – Have you done everything?

To apply for a grant from Young Start you must be able to tick all the boxes below:

You have answered all the relevant questions in this application form.

You (the main contact named in question 6 of this application form) are authorised to apply for a grant from Young Start on behalf of your organisation.

Your governing body or management committee know about this application and have agreed you can send it to us.

You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.

Your organisation meets our eligibility requirements set out in our Young Start guide and has the legal power to set up and deliver the project described in this application form.

If we make you a conditional offer you will send us the relevant documents within 20 working days and you accept that we may withdraw any conditional grant offer if you do not.

You understand and accept our obligations under the Data Protection and Freedom of Information Acts set out in part five and on our website.

You are able to comply with the Young Start terms and conditions of grant, which are available on our website www.biglotteryfund.org.uk/youngstartfund

Sending us your application

We prefer to receive applications by email to youngstartfund@biglotteryfund.org.uk

Please put the name of your organisation in the subject field of your email. You will receive an automatic email from us confirming that we have received your application

If you are unable to do this you can send your application to:

Big Lottery Fund
Young Start
4th Floor
1 Atlantic Quay
1 Robertson Street
Glasgow
G2 8JB

Please note – do not send any additional information with your application. If we need more information we will contact you.

We'd like to send you information about Big Lottery Fund and other Lottery good causes. Tick this box if you don't want to receive this information.

We'd like you to help us improve our customer service by taking part in market research, surveys or product testing. This may involve passing your details to other organisations who do this work for us. Tick this box if you don't want to take part in these activities.