



Celebrate

Guidance notes





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WELCOME TO CELEBRATE

From 23 July – 3 August 2014, Glasgow will host the 2014 Commonwealth Games, one of the world's most significant multi sports events. The Commonwealth community represents a third of the world's population and brings together 71 diverse countries and cultures.

Celebrate is a £4 million Lottery fund which will make grants from £500 to £10,000 to celebrate the 2014 Commonwealth Games and the Commonwealth. Celebrate grants will be funded by four of the organisations that distribute money raised by the National Lottery for good causes:

- The Big Lottery Fund
- Creative Scotland
- Heritage Lottery Fund
- sportscotland

Celebrate will support communities across Scotland to come together to hold arts, heritage, sports and local community celebrations of the 2014 Commonwealth Games.

Celebrate will also support communities to celebrate the diversity of the Commonwealth and create a legacy of community and Commonwealth connections.

You can apply for between £500 and £10,000.

This guide tells you:

- who can apply
- what we cannot fund
- how to apply.

If you have any questions or communication needs (such as Braille or large print, screen reader, audiotape, sign language or a community language) please:

visit our website: www.celebrateit.org.uk

Our website has frequently asked questions about the programme that are regularly updated.

call our advice line: 0300 123 7110

We can give advice on whether Celebrate may be suitable for your project.

- send us an email:

enquiries.scotland@biglotteryfund.org.uk

- Contact us using text relay on 18001 plus 0300 123 7110.

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

Is Celebrate right for you?

- ▶ Would you like to help your community come together to celebrate the 2014 Commonwealth Games or the Commonwealth?
- ▶ Could you use between £500 and £10,000 to hold an event or events (and associated activities) that will celebrate the Commonwealth through arts, heritage, sports and local community celebrations?
- ▶ Are you a voluntary or community organisation, community council or statutory body (such as a school, local authority or health board)?
- ▶ Do you have a UK-based bank or building society account in the name of your organisation (or, for schools, a local authority bank account) that requires at least two people (who are unrelated and do not live at the same address) to sign cheques or make a withdrawal?
- ▶ Can you send us an application at least three months before your project starts and complete your project within one year?
- ▶ Can you explain the need for your project and the changes that will happen because of it?

If you can answer Yes to all these questions then Celebrate may be the right programme for you.

If you answer No to any of them please contact us at enquiries.scotland@biglotteryfund.org.uk or 0300 123 7110.



WHAT WILL CELEBRATE FUND?

Celebrate will support new and existing events and activities that mark the 2014 Commonwealth Games through arts, heritage, sports and local community celebrations. It will fund local celebration events and activities which bring people together to get involved in community activity and help them feel more connected to the Commonwealth.

Celebrations can be a one off event or activities which end with a celebration event.

To achieve our aim we want to fund projects that meet one or more of the following outcomes:

- ▶ Communities come together through arts, heritage, sports and local celebrations of the Commonwealth Games.
- ▶ Communities celebrate the people, places and culture of the Commonwealth.

Our outcomes are the differences we want our funding to make. We will consider how well your project meets our outcomes during our assessment. You must show how your project meets at least one of them to be considered for a grant.

We want as many people in as many communities as possible to Celebrate. However, sometimes we do not have enough funds to support all the applications we would like to. When this happens we need to make some difficult decisions. We are more likely to offer grants to smaller projects that demonstrate wide community engagement and involvement.

We also have priorities, which are the people, communities and areas that we particularly want to support. You do not need to meet any priorities to be considered for a grant but your application may be stronger if you do.

Our priorities are:

- children and young people
- older people or those who care for them
- black and minority ethnic people
- refugees, asylum seekers and new migrants
- disabled people or those who care for them
- lesbian, gay, bisexual and transgender people
- areas that are high on the Scottish Index of Multiple Deprivation.

You can find out more about Celebrate priorities by visiting our website www.celebrateit.org.uk or by phoning our BIG Advice line on 0300 123 7110.

You can find more information about the Scottish Index of Multiple Deprivation at www.sns.gov.uk

WHO CAN APPLY?

You can apply to Celebrate if you are a:

- voluntary and community organisation
- community council
- statutory body (such as a school, local authority or health board).

But we will not fund:

- individuals and sole traders
- profit-making organisations
- non-departmental public bodies
- government departments.

We are unlikely to fund organisations that are in poor financial health or those that have had a previous grant from us which has not been managed satisfactorily.

The organisation filling in the form must be the same organisation that will receive the grant and manage the project. We will not consider an application made by one organisation on behalf of another.



Voluntary and community organisations

Voluntary and community organisations are also known as ‘third sector’ organisations, as they are separate from the public and private sectors.

They are value-led organisations established for social purposes rather than the pursuit of profit and they reinvest surpluses to help tackle issues facing people and the planet.

They include:

- registered and unregistered charities
- co-operatives
- friendly societies
- industrial and provident societies
- companies that are not-for-profit businesses
- unincorporated associations.

To apply to Celebrate, voluntary and community organisations must have:

- a written governing document (for example, a constitution, set of rules or trust deed)
- at least three unrelated people on their governing body or management committee.
- a bank account in the same name as your governing document that meets our requirements on page 14.

We expect organisations with a membership to be open to all and allow anyone to join, unless there is a good reason why this is not appropriate.



WHAT CAN A GRANT PAY FOR?

In your application you will need to tell us what the grant would be spent on and how this will achieve one or both of our outcomes. You can apply for between £500 and £10,000 to fund all or part of your project.

The case studies available on our website show the types of items or activities Celebrate can fund. There are some things Celebrate cannot fund and they are listed below. If your budget includes items that are not on the list below but you are unsure if Celebrate can fund them please contact us.

We cannot pay for:

- any costs you incur when putting together your application
- any expenditure incurred or committed before we pay our grant
- projects where it is considered that assistance may have been received from a third party for their own commercial benefit (not including appropriate fees)
- projects or activities that do not represent value for money
- projects that cannot be completed within 12 months
- purchase of alcohol
- day to day running costs (for example, utility bills, council tax, rent and insurance) except as a contribution towards your organisational overheads of up to a maximum of 5 per cent of the total amount requested from us
- contingency costs
- endowments
- fundraising activities for your organisation or others
- items that mainly benefit individuals
- building, refurbishment, landscaping or property projects (including playgrounds and temporary buildings) costing more than £75,000 (including VAT)
- loans or interest payments

- new staff posts (we will however make a reasonable contribution towards sessional staff costs or existing staff salaries if they are the most appropriate person to carry out the proposed work. The request towards a staff salary must represent good value for money for the organisation in comparison to the use of sessional staff or an external consultant)
- political or religious activities
- projects or activities that the State has a legal obligation to provide
- registration or affiliation fees for existing clubs
- routine repairs and maintenance
- used vehicles
- VAT that you can recover.

VAT

You may need to pay VAT on purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs. If you later find that you can recover VAT that we have included in our grant you must repay this amount to us.

Land and buildings

Projects involving work on land or a building (including refurbishment) can be complicated and take time to complete.

We need to be sure that you can complete your project within 12 months. So if you need planning permission, you must have it before you apply.

You also need to own the freehold of the land or building, or hold a lease that cannot be ended by the landlord for at least five years.

Other funding

If you need to raise funds from other sources you must be able to show that this will not delay your project.

HOW TO APPLY

You read this guide

Check that your organisation can apply, we can fund what you want to do, your project meets at least one of our outcomes and you can meet our terms and conditions of grant which can be found on our website (www.celebrateit.org.uk)



You complete an application form and send it to us

Send your application to us at least three months before your project will start. This gives us time to assess your application and you time to send back any information we ask for. We prefer to receive applications by email but will also accept them by post. We will only consider one application from your organisation at a time.



We assess your application

We will confirm that we have received your application within five working days. If your application form is not complete, we will return it to you and give you 10 working days to provide the missing information. We might contact you with questions during our assessment but this is often not necessary.



We tell you our decision

We aim to let you know our decision within 30 working days of receiving a complete application. If we offer you a grant it will be conditional on you signing and returning our offer letter and accepting our terms and conditions of grant. You will also need to send us some documents that allow us to check how your organisation is run. If your application is unsuccessful we will write to you and tell you why.



You return the documents we ask for

You must return everything we ask for within 20 working days of the date of our offer letter. You cannot start your project until we have received, checked and approved the signed offer letter and any other documents we ask for. If you do not return everything by our deadline we will withdraw our conditional grant offer (although we may agree a short extension if you contact us before our deadline and there is a good reason).





HOW TO APPLY

We check what you send us

We will check what you send us and contact you within 10 working days. If the documents you send us are satisfactory we will write to you to confirm the grant and tell you when we will pay it into your bank or building society account and announce it to the press and media. If the documents you send us are unsatisfactory we will contact you if we think you may be able to resolve the problem. If there is a major problem or something that cannot be resolved, we will withdraw our conditional grant offer and write to you telling you the reasons why.



You start your project

You can start your project when you receive our letter confirming the grant. If we give you a grant your organisation cannot apply again to Celebrate until your project has finished and we have approved your end of grant report. We will not give more than a total of £10,000 (in one or more grants) to an organisation in any 12-month period.



You finish your project

You must complete your project within 12 months of the date of our letter confirming the grant. We will ask you to complete an end of grant report, telling us how the grant has been spent and what you achieved with it. We may visit or phone you to check how the grant has been spent, or ask to see original receipts for the money that you spent.



DEVELOPING YOUR APPLICATION

Filling in an application form can take time, but it may be easier if you work on it with someone else.

We want to make a fair assessment of what you want to do but can only base this on the information you give us. If you have never applied to us before, we suggest the following approach.

Getting started

- ▶ Start off by thinking about the need or opportunity you want to meet and how a Celebrate grant might help you do this, rather than asking 'What can we apply for?'
- ▶ Read this guide carefully to check that your organisation can apply and we can fund what you want to do.
- ▶ Make a list of all the things you think we need to know about your project. Keep this as a checklist to make sure you have included everything in your application form.
- ▶ Get together a small group from your management committee or staff to go through the questions on the form and jot down the main points that answer them. Use your checklist to make sure you have not missed anything.
- ▶ If you are not sure what a question means, phone us on 0300 123 7110 or email us at enquiries.scotland@biglotteryfund.org.uk and we will help you. Alternatively contact us by text relay on 18001 plus 0300 123 7110 if you have a hearing or speech impairment.

Completing the form

It is best for one or two people to have a go at a first draft rather than everyone trying to write it. Other people may be able to suggest improvements afterwards.

There is no need to use jargon. Just make sure your answers are clear and easy to understand.

Checking your answers

Make sure you explain the need or opportunity you have identified and how your project will meet that.

We assess every application against our outcomes on page 4 of this guide, so tell us how your project meets at least one of them.

Your project budget must be as accurate as possible. This will take you time but without it we are unlikely to offer a grant.

Make sure you can back up what you say with evidence. You do not need to send anything with the form but you can tell us about the evidence you have in your answers, so that we can ask for it if we need it.

Before you send your application to us

Check that you have answered every question. We will only assess complete application forms, so if you have not answered every question, we will return the whole form to you. This might cause delays that mean we are unable to give our decision in time for your project to go ahead.

You must be able to comply with our terms and conditions if we offer you a grant. You should check that you can before you apply. You can get a copy of our terms and conditions from our website or you can phone or email us and we will send them to you.

Remember to keep a copy of your application form in case we contact you with questions.

DEVELOPING YOUR APPLICATION



Insurance and safety

Depending on the type of project, you may need public liability insurance or qualified leaders.

It is your responsibility to ensure you have adequate insurance in place. This should include cover for any assets you buy or events and activities you run using our grant. We may ask to look at these policies at any time.

Your organisation must be affiliated to a governing body if your project involves a dangerous sport or activity.

Equal opportunities

We expect projects to be open to all who want to be involved, unless you can give a good reason why this should not be the case.

If you plan to restrict who can take part you should explain why in your application, so that we can consider whether this is acceptable.

Your application should show your commitment to our equality principles, which are explained in our 'Equality Matters' guide. You can get this from our website or advice line.

Projects working with children, young people or vulnerable adults

If you are applying for a project to work with children, young people or adults who are vulnerable (because of their circumstances or problems) you must have a policy that explains how you will make sure they will be safe.

You must also be able to show in your application that your policy will be put into practice.

It is your responsibility to have acceptable safeguarding protection policies and procedures for children, young people and vulnerable adults in place, which we may ask to inspect at any time if we offer you a grant.

HOW WE ASSESS APPLICATIONS

When we have received a complete application from you we will start our assessment. We will only consider one application from your organisation at a time.

We will check that your organisation can apply and your project is something we can support. We will then consider:

- the need for your project
- who will benefit
- how you will achieve our outcomes
- whether you will meet our priorities
- the total project cost
- the wider community involvement.

We seldom have enough funds to support all the applications we would like to. When this happens we need to make some difficult decisions.

We have a scoring system that helps us do this. We give more points to applications that:

- show strong evidence of need
- seek to involve as wide a range of people or communities as possible
- meet our outcomes more closely
- meet our priorities
- are for smaller projects
- are value for money.

The score that an application needs to be funded will vary depending on the amount and quality of the applications we receive and the amount of money we have available at the time.

We aim to assess each application equally and fairly and our team meets regularly to discuss their assessments. Our managers approve the final decisions.





IF WE OFFER YOU A GRANT

If we offer you a grant we need you to confirm what you told us in your application before we will pay the grant to you. This means that our grant offer is conditional on you and a senior contact from your organisation signing and returning our offer letter and accepting our terms and conditions of grant. Both signatories must be over eighteen years old and the senior contact must be your chair, secretary, treasurer, chief executive or head teacher.

You will also need to send us some documents that allow us to check how your organisation is run. We explain this in more detail on page 13.

You must return everything we have asked for within 20 working days from the date of our offer letter, otherwise we will withdraw our conditional grant offer (although we may agree a short extension if you contact us before our deadline and there is a good reason).

You cannot start your project until we have received, checked and approved the signed offer letter and any other documents we have asked for.

Confirming our grant

If what you send is satisfactory we will write to you within 10 working days of receiving it, telling you when we will pay the grant and announce it to the press and media. You can then start your project.

Withdrawing our offer

If what you send is unsatisfactory we will contact you if we think you may be able to resolve the problem. If there is a major problem or something that cannot be resolved, we will withdraw our conditional grant offer and write to you telling you the reasons why. You can send us a new application but before you do, you must address the reason why we withdrew our grant offer.

We will assess any new application on its own merits, in competition with others.

Monitoring your grant

If we fund your project we will need you to complete an end of grant report to confirm how the grant has been spent and what you achieved.

We may ask you for original receipts, so make sure you keep them.

We may also visit you to check how the grant has been spent.

Applying again

Once you have spent your grant and we have approved your end of grant report you can apply again.

We want our funding to help lots of groups, so we will not give more than a total of £10,000 (in one or more grants) to an organisation in any 12-month period. We work this out using the date we confirmed our grant. This includes dependent branches. Your organisation as a whole (parent organisation and dependent branches) cannot receive more than £10,000 in any 12-month period.

If you have already received funding from Celebrate and are unsure whether you can apply again or how much you can apply for, please contact us to check before you apply.

We consider each application on its merits, so there is no guarantee that we will make another grant to the same organisation.



IF WE OFFER YOU A GRANT

What we will ask you to send us

Before you apply, make sure you can provide the following information if we make a conditional grant offer.

Please do not send it with your application

We will confirm what we need from you in our offer letter and will include a checklist. You cannot start your project until we have received, checked and approved everything we ask for.

What we will ask for depends on the type of organisation you are.

Voluntary and community organisations and community councils

- ▶ We will need a copy of your organisation's latest approved annual accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner, where appropriate. If your organisation has been running for less than 15 months, you may not be able to give us this so in these cases we will accept a 12-month financial projection for the year in which you will spend the grant.
- ▶ We will send you a 'Bank or building society details form' which you must complete and return to us to provide the details of the account you want any funding paid to. Please ensure that the bank account you provide meets the requirements set out on page 14 of this guidance.
- ▶ We will need three consecutive pages of original bank (or building society) statements. Depending on the number of transactions, these may cover one, two or three months but the most recent page you send must be less than three months old. If you use a building society passbook, we will need copies of three consecutive pages from your passbook, which have been certified by your building society with a stamp and signature as 'true copies of the original'. The pages you send must include your most recent transactions and your account details.

- ▶ Unless you are a community council, registered charity or a company limited by guarantee (or a registered charity that is also a company limited by guarantee) we will need a copy of your organisation's governing document, constitution or set of rules.

If you are a branch of a larger organisation that has management and financial control over your work we will need a letter, signed by a senior officer from the larger organisation, confirming their support for your application and accepting overall responsibility for it.

We may contact you to ask for details of an independent referee, someone independent of your organisation but who knows its work well. If we need an independent referee, we will explain our requirements when we contact you.

Schools and statutory bodies

We will send you a 'Bank or building society details form' which you must complete and return to us to provide the details of the account you want any funding paid to. Please ensure that the bank account you provide meets the requirements set out on page 14 of this guidance.

We have published a separate guide to accepting a conditional grant offer that explains these requirements in more detail. You can get this from our website or advice line. Please read it before you apply, to check that you will be able to send us everything we need.



IF WE OFFER YOU A GRANT

Requirements of your governing document

A governing document sets out in writing how an organisation works. It may be called a number of things, such as a constitution, set of rules or trust deed. It explains what your organisation is set up to do and how it does it.

We need to be sure that the organisations we fund are set up properly and are able to manage a grant. Considering an organisation's governing document is one way we do this.

Schools and other statutory bodies are governed by legislation, while registered charities and companies are regulated, so we do not ask to see their governing documents. However, we need to check other organisations' governing documents to make sure we can fund them.

If we offer you a conditional grant and then find we cannot fund your organisation, we will have to withdraw our offer. So if you are a new voluntary or community group, or have not applied to us before, we recommend you think about whether you may need some help and advice on developing your governing document before you apply.

We have published a good governance guide, which explains why the way you run your organisation is important to us. You can get this from our website or advice line.

Businesses that offer help

Some businesses promote their services by telling potential customers about Celebrate. They may offer consultancy services or imply that they are acting on behalf of us. They might even offer to help you fill in the form if you pay them a fee or deposit.

Please note that our application process is free and we do not think any paid help is necessary.

We do not act with or endorse the services of any supplier or consultant and will not pay any costs, commission or fees that they may charge you to make an application.

You must complete the form yourself, be fully aware of the project, and apply directly to us.

Our bank or building society account requirements

You must have a UK based bank or building society account in the name of the organisation that submits the application to us and will carry out the project, that requires at least two people who are unrelated and do not live at the same address to sign cheques or authorise withdrawals, or you are a state funded school using a local authority account.

If your organisation uses an internet bank account we also require at least two people who are unrelated and do not live at the same address to authorise payments.

We may ask you to open a new and separate account that will only be used for our funding. If you have had a Big Lottery Fund grant before and we asked you to set up a separate account, you must also use this account for a Celebrate grant.



FURTHER INFORMATION

Customer care

We aim to be efficient, polite and supportive in everything we do.

If you think we have treated you unfairly, made mistakes or given you the wrong advice, we have a complaints procedure. You can get this from our website or advice line. Making a complaint will not affect your chances of getting a grant from us and it will not affect the level of service you receive.

You may be disappointed if we turn down your application but you cannot use the complaints procedure to appeal against our decision if we have followed our process correctly.

If your application is unsuccessful

If your application is unsuccessful we will write to you telling you the reasons why. Please consider our reasons carefully before deciding whether to apply again.

Since we seldom have enough funds to support all the applications we would like to, if you send us the same application again our experience is that it is also likely to be unsuccessful.

Your time may be better spent seeking funds from other sources. We suggest you only apply again for the same project if you can make a much stronger case.

Data Protection and Freedom of Information

Data protection

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.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

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 you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering. You can obtain further details explaining how the information held by fraud prevention agencies may be used 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.

Freedom of Information

The Freedom of Information (Scotland) Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third

FURTHER INFORMATION

parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

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

Help and advice

You may have questions about how to apply or plan your project. There are many sources of help and advice. You can call us with any questions you may have on 0300 123 7110 or email us at enquiries.scotland@biglotteryfund.org.uk

You can also get help from other organisations, who will give you advice on making a good application, planning your activities or developing your governing document. You may also wish to contact the Scottish Council for Voluntary Organisations on 0131 556 3882 (www.scvo.org.uk) or get in touch with your local Third Sector Interface (www.voluntaryactionsotland.org.uk). Your local authority may also be able to advise you. Go to www.celebrateit.org.uk for contact details for these organisations, or call our advice line on 0300 123 7110.

There are other National Lottery grant programmes that may be more suitable for your group. For more information on these call the National Lottery Funding Helpline on 0845 275 0000 or go to www.lotteryfunding.org.uk

Further information about the Commonwealth games and the Commonwealth community can be found on our website www.celebrateit.org.uk





Celebrate

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