



AWARDS FOR ALL



Awarding funds from
The National Lottery

I am going to run through the main features of Awards for All.

Changes to Awards for All



- Until April 2009, Awards for All was run by the four main Lottery distributors
- Each distributor now has its own small grants scheme
- Awards for All is the Big Lottery Fund's small grant scheme

Assessing funds from
The National Lottery

There are four main Lottery distributors: BIG, Arts Council England, Heritage Lottery Fund and Sport England.

Until April 2009, each of these four distributors contributed to the Awards for All 'joint pot' and the scheme was administered on behalf of all four distributors by the Big Lottery Fund. BIG assessed all the applications and managed the grants.

The Awards for All scheme was subject to a 10 year agreement which expired in March 2009.

It has been a very successful in providing an open-access, light touch application programme for small awards, targetted at the needs and aspirations of smaller and local community groups. **The programme was set up as a joint-pot programme because, at the time, the Lottery Distributors did not feel they could address this need as efficiently and effectively through their own individual programmes.**

From April 2009, each distributor has decided to operate its own small grants programme because the change will mean that each distributor can better address the needs of their applicants and the themes they support

The Awards for All programme has remained with Big Lottery Fund and there are separate programmes for arts, sports and heritage projects.

All the distributors and the new small grants programmes will build on the features that have made Awards for All a success, i.e. they are or will offer open, easily accessible, light touch grant application systems with quick decision times

What are the main changes to Awards for All?



Changes to the programme

- Projects must help to deliver the Big Lottery Fund's outcomes

Changes to the process

- No need to send documents such as accounts and bank statements with applications
- No signatures needed on the forms
- If BIG wants to fund the application, it will make a **conditional** grant offer
- Following conditional offers, BIG will ask for signatures, bank statements and any other documents needed
- Awards will be confirmed if those documents are satisfactory

Assessing Funds from
The National Lottery

This slide shows the main changes to Awards for All, which will be implemented from April 2009. We're keeping the name as although there are some changes, the programme will still be open to a very wide variety of organisations for a very wide variety of projects. The name is well known to a lot of potential applicants and we want to be clear that they can still apply to us.

As Awards for All will be 100% funded by BIG, applications must meet at least one of our outcomes and I'll go through those in a minute.

The process has been simplified and speeded up.

Key change is that applicants no longer need to send additional documents (such as constitutions, bank statements and so on) with their forms.

Applications will be assessed on the form only.

Documents will only be needed if Big wants to fund the application.

If Big wants to make a grant, we will give the applicant a **conditional** award.

In order to have the award confirmed, the applicant will need to submit various documents. The list of documents required will be **tailored** to each individual applicant.

The documents will need to be provided within **20 working** days of the BIG request and its very important that applicants are aware of this timetable before they submit their application so that they can be prepared.

What will Awards for All fund?



Awards for All projects must meet **at least one** of BIG's outcomes:

- People having better chances in life with better access to training and development to improve their life skills
- Stronger communities with more active citizens working together to tackle their problems
- Improved rural and urban environments which communities are better able to access and enjoy
- Healthier and more active people and communities

Aspirations for All
The National Lottery

As you are all aware the Big Lottery Fund is an outcomes funder and we are **particularly interested in the change/difference/improvement** etc that will be made to people's lives and to communities through the grants that we make.

Applications to Awards for All is the same and we applicants need to meet at least one of the following outcomes, which you will recognise

No more regional outcomes

These are BIG's own outcomes as an organisation - all our programmes fall under one or more of these:

- people having better chances in life with better access to training and development to improve their life skills
- stronger communities with more active citizens working together to tackle their problems
- improve rural and urban environments which communities are better able to access and enjoy
- healthier and more active people and communities

If projects meet one or more of these, applicants can consider applying to Awards for All.

And the good thing is that just like the old A4A aims were very broad and wide ranging then this remains the case here with Big using our org outcomes.

What does the outcomes approach mean for applicants?



Applicants need to think:

- What changes do they want to make to the lives of the people they want to help
- How will those changes help achieve one or more of the four Big Lottery Fund outcomes

Supporting South West
The National Lottery

Here are some ways a project might meet each outcome:

People have better chances in life

- Giving people the chance to try out new activities or learn new skills
- Helping people play a more active role in their community.

Stronger communities

- Bringing different communities together and encouraging them to work together
- Tackling or preventing criminal and anti-social behaviour

Improved rural and urban environments

- Improving access to the environment - Improving community spaces and community buildings
- Increasing recycling, or helping the community to be greener.

Healthier and more active people and communities.

- Encouraging people to become more active - Developing healthy eating
- Providing opportunities for children's play - Developing self help and peer support groups.

Which small grants scheme?



Will the **main** purpose of the project help to achieve one of the four Awards for All outcomes?

or

Is the **main** purpose to support sports, arts or heritage?

Awarding Funds from
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As I mentioned earlier, each of the four main distributors (BIG, Sport England, the Arts Council and the Heritage Lottery Fund) will have its own small grants programme from April 2009. I explained in the last slide that in order to apply to Awards for All from April 2009, projects need to address one or more of BIG's outcomes. If, however, the project is aimed purely at sport, arts or heritage without meeting one of BIG's four outcomes, it will not be considered by Awards for All.

I'll give you an example:

A cricket club wishes to buy additional equipment as they have a long waiting list and want more people to be able to play. The main aim of this project is to enable more people to play cricket. It is not eligible for Awards for All as it is purely about access to sport. The project should consider the Sport England small grants programme.

A second project wants to work with overweight young people through sporting activities, including cricket. They need money for equipment. In this example, the main aim of the project is to help the young people get fitter and healthier. The project therefore fits into BIG's outcome of "healthier and more active people and communities" and so the organisation could apply to the BIG awards for All scheme.

Similarly a drama group wishing to put on a theatrical production should investigate whether the Arts Council small grants programme can fund them. A drama group using a theatrical production as a means of building self-esteem, confidence and social skills in disaffected young people would be appropriate to the BIG Awards for All programme.

The key thing to identify when deciding which programme to apply to is the main aim of the project

If you are unsure of which programme to apply to you can ring the BIG Advice Line. I will give you the number at the end of the presentation.

Who can apply to Awards for All?

You can apply if you are a:

- voluntary and community organisation
- school
- parish or town council
- health body

You cannot apply if you are a:

- individual or sole trader
- private profit-making organisation
- statutory organisation other than those listed above
- organisation not established in the UK

Big Lottery Fund

Assessing Funds from
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The good news is that it is the same as before

Very wide ranging

Voluntary and community organisations will include: Registered and unregistered charities, co-operatives, friendly societies, industrial and provident societies, companies that are not for profit businesses, unincorporated associations and social enterprises.

Health bodies will include Primary Care Trusts, NHS Hospital Trusts and Foundation Hospitals

Although town councils, parish councils, schools and health bodies can use Awards for All for some things, they cannot apply for funding for work that is part of their statutory duty: for example, a parish council can't apply for funding for a Parish Clerk.

As before, in the case of schools, Awards for All cannot support activities or services which the school has a statutory responsibility to provide. This means it will not fund activities that are in the school curriculum. Generally, Awards for All will only consider making a grant for activities that take place immediately before or after school, during lunch breaks and in school holidays.

If a school would struggle to provide activities outside of normal school hours e.g difficulties with transport in rural areas, it may be possible to fund extra-curricular activities that take place during the school day but this would need to be clearly explained in the application.

Projects in schools must also help children to learn about new things that would not have been part of their normal school day. This must be an integral part of the project and could be achieved by working in partnership with a local community group or local people.

Projects from schools working solely with children with special needs do not need to work in partnership with community groups or local people if this is not relevant to their project, but will need to show how their project is extra to what happens in the school day.

You can apply if..



You have:

- at least 3 unrelated people on your governing body
- a UK bank account in the name of your organisation with at least two unrelated signatories

You can:

- send BIG an application at least three months before your project is planned to start
- complete your project within one year of when BIG confirms your award

Inspiring lives from
The National Lottery®

Again as before with eligibility

These are four very important points – these are all common mistakes and a lot of applications get turned down because applicants do not follow the guidance in these areas.

- An organisation's governing body e.g management committee, board of trustees, must be composed of at least **three unrelated** individuals
- Bank accounts must have at least two unrelated signatories who do not live at the same address to sign cheques or make a withdrawal.
- The name in the bank account must be **exactly** the same as the name of the organisation on the application form. The name must also be **exactly** the same as that on the organisation's governing document. BIG will ask to see bank statements and governing documents in most cases before conditional awards are confirmed. If the names do not match, BIG will not make the grant. Organisations should check that their name is consistent on all documents **before** applying to Awards for All.
- Schools can submit a local authority bank account
- Again as in the past; Awards for All is for short-term projects that can be completed within one year. Awards will not be made for longer term projects – applicants will sometimes ask for a contribution to a project that will last two years – this cannot be funded. If applicants have projects that will last longer than a year, other BIG programmes such as Reaching Communities will be more appropriate

How much you can apply for?



- A grant of between £300 and £10,000
- Only one application can be considered at a time
- One Awards for All funded project needs to be completed and the End of Grant report approved before you can apply again
- One organisation cannot receive more than £10,000 of Awards for All grants in any two year period.

Awards for All
The National Lottery

We have kept the range of the award the same.

So In England, applicants can apply for a grant of between £300 and £10,000.

Organisations can only submit one application at a time – this is new.

Organisations in receipt of an Awards for All grant for a current project can only reapply to Awards for All **once** they have completed their current project, completed and submitted their **End of Grant Report** and that End of Grant Report **has been approved by BIG**.

Organisations can be awarded up to £10,000 in any two year period. The 'two year period' starts from the date of the first award and the £10,000 limit can be from one grant or more than one grant

For example, Huffington Parish Council received an award to install a new slide at a cost of £7,000 on their play area in August 2008. They complete installation of the slide by the end of September 2008, send their End of Grant Report to BIG. Once their report has been approved, they can apply for a further grant – but until August 2010 they will only be able to receive another £3,000 maximum.

The dependent branches of a larger organisation rule still applies and the dependent branch is treated as parts of that larger organisation for the purposes of Awards for All. A dependent branch is a branch that does not have its own governing document and is under the direct management of its parent organisation. The dependent branches and the parent organisation, taken as a whole, can only receive £10,000 in total over any two year period.

There is guidance within the application form as to whether a branch should be classed as dependent or independent.

What Awards for All can pay for:



Examples of what a grant could pay for:

- equipment hire or purchase
- information technology equipment
- building and refurbishment work
- sessional workers
- updating equipment and premises for health and safety reasons
- training
- volunteer expenses
- transport costs
- venue hire



Here are some examples of what can be funded – these are examples of the most popular requests, but there are many, many more things that can be funded

Awards for All only funds new work, so ensure that the applicant is not applying for the normal activities of the organisation. To be eligible, activities must be clearly different, or a very significant development, from previous activities. It is not enough to do the same thing in another location or repeat the same project with a different group of beneficiaries.

Sessional workers means workers not directly employed by the applicant but workers who are brought in as and when required to deliver a specific piece of work or service, for example arts workers for a community festival, external trainers to raise skills amongst volunteer staff, child minders for an event.

It is important to note that whilst Awards for All cannot fund routine repairs and maintenance, it can fund the replacement and repair of equipment and premises for health and safety reasons – applicants will need to explain clearly the safety requirement that needs to be met and how the project will meet at least one of the four outcomes.

VAT and buildings:



- BIG will only fund non-recoverable VAT
- Applicants with building projects that need planning permission will need to have that permission in place before applying
- Applicants with building projects will need to own the freehold of the land or building or hold a lease that cannot be brought to an end for at least five years
- Total costs of building works must not be more than £25,000 (including VAT)

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These are more or less self-explanatory

VAT: BIG will only fund VAT costs that are non-recoverable. You need to include those non-recoverable costs in your application – you should note that these costs need to be included within the £10,000 maximum award available – **VAT cannot be added on top of a £10,000 application.**

Planning permission: It is important to stress that Awards for All wants to invest in projects that will definitely happen and be completed within 12 months of the award being paid. It is therefore essential, that in relation to building projects, applicants are aware whether or not planning permission is needed. **If it is, permission must be obtained before an application is made or a Awards for All will not award funding.**

Leases: BIG wants to invest in capital projects that make changes to communities – it therefore wants to ensure that the benefits to communities of any capital investment are available for a reasonable period of time and that the use of the land or building into which the investment has been made cannot be changed in the short-term. In relation to Awards for **All, this means that the applicant must be able to demonstrate that they will remain in possession of their land or building for at least five years from the date on which BIG makes its investment.**

Awards for All cannot pay for:



- Activities that happen or start before BIG pays the grant
- Day to day running costs
- Existing activities and repeat or regular events
- Items that mainly benefit an individual
- Building and refurbishment work costing more than £25,000 (including VAT)

Supporting funds from
The National Lottery

Although Awards for All can fund a lot of things, it can't fund everything and it is important to understand the rules. More applications are turned down because they ask for things BIG can't fund than are turned down because there isn't enough money to go round. This slide and the next shows those items or activities which cannot be funded for which BIG receives most requests.

Activities that happen or start before BIG pays the grant – Awards for All funds can only be used for expenditure from the point at which the grant is paid. Organisations should therefore be careful not to enter into any contractual commitments (including the payment of deposits) on project spend before BIG has paid the grant. It is therefore important to make an **application at least 3 months in advance** of any event for which funding is needed.

Day to day running costs – Awards for All is not intended to meet an organisation's normal running costs for example ongoing staff costs, rent, gas, electricity.

Existing activities and repeat or regular events – Awards for All will not fund an organisation to deliver its existing portfolio of work – it should be for an additional item or activity. Awards for All needs to be seen as a source of funds for new activities.

Items that mainly benefit an individual – Awards for All will not fund bursaries or scholarships for a particular individual nor will it fund the provision of items which become the property of a particular individual. So Awards for All could not give grant for one individual to attend a training course where only that individual would improve their skills, but could fund training if that individual would then pass their skills on to others.

Building and refurbishment work costing more than £25,000 (including VAT) – Awards for All is not intended to be used as a contribution towards larger scale building works. Larger scale building projects can be broken up the project into separate phases but each phase the organisation applies for would need to achieve at least one of the four Awards for All outcomes in its own right. If an organisation applies for building costs in more than one phase, they still need to comply with the "£10,000 over 2 years limit" rule.

Awards for All cannot pay for (continued):



- Salaries of permanent or fixed term staff
- Projects or activities that the state has a legal obligation to provide
- Political or religious activities
- Routine repairs and maintenance
- Fundraising activities
- Used vehicles

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 The National Lottery

Salaries of permanent or fixed term staff – Awards for All is intended to be a rapid turn-around scheme and therefore checks cannot be made on employment issues such as equalities in recruitment, health and safety, disciplinary and grievance. Because of this, Awards for All funds cannot be used to fund the direct employment of staff by the organisation. However, as I mentioned before, we can fund sessional staff.

Projects or activities that the state has a legal obligation to provide – Awards for All cannot fund a project which is the statutory duty of a local or central government department to provide.

Political or religious activities – Awards for All cannot fund any activities that promote a particular political party or a particular faith. However Awards for All can fund activities provided by faith organisations that benefit the local community as long as those activities are not restricted to members of particular faiths.

Routine repairs and maintenance – Awards for All will not fund maintenance work that is required frequently e.g annually or more. However Awards for All could fund repairs where the group has no reserves and the one-off repair is key to the on-going delivery of activities for example replacing a roof on a community building

Fundraising activities – Awards for All cannot fund a project that aims to raise further general funds for the group or for another group or activity e.g a sponsored parachute jump. Awards for All can only fund a specific piece of work.

Used vehicles – These are unlikely to represent value for money due to risk of breakdown or compliance with Health and Safety requirements

Other small grant funding



Heritage Lottery Fund	Your Heritage Young Roots	£3,000 - £50,000 £3,000 - £25,000
Sport England	Small grants programme from April 2009	£300 - £10,000
Arts Council	Grants for the Arts	£1,000 - £100,000
Office of the Third Sector	Grassroots Grants (via Community Foundation Network)	£250 - £5,000

Aspirations Lead from
The National Lottery

There is significant funding available from Heritage, Arts and Sport.

The Heritage Lottery Fund runs the following grants schemes:

Your Heritage scheme provides grants of between £3,000 and £50,000 Project duration can be up to 5 years (expect most to last up to 3 years). Decision in 10 weeks.

Young Roots scheme provides grants of between £3,000 and £25,000 and aims to involve 13-25 year-olds Projects can last up to 18 months. Decision in 10 weeks.

Grants for the arts supports awards between £1000 and £100,000. £1000 - £30,000 for individuals, £1000 - £100,000 for organisations, for activities lasting up to 3 years.

Sport England will provide a new small grants scheme for sports from 1 April 2009. Provide grants ranging from £300-£10,000. We will only fund an organisation up to £10,000 in any 12 month period,

Grassroots Grants – £130 million programme that provides small grants for local community groups and organisations in England. The Community Development Foundation delivers the programme on behalf of the Office of the Third Sector. Between £250 - £5000. One off opportunity for funding.

Grant can be paid in one go or over 3 years. Grassroots Grants can fund both capital and revenue costs of any kind

Contacts



- **Tel: 0845 4 10 20 30**
- www.biglotteryfund.org.uk



- **Tel: 020 7591 6042**
- www.hlf.org.uk



- **Tel: 08458 508 508**
- www.sportengland.org



- **Tel: 0845 300 6200**
- www.artscouncil.org.uk



- **Tel: 020 7713 9326**
- www.communityfoundations.org.uk

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Reaching Communities



Helping deliver our mission to **bring real improvements to communities* and to the lives of those most in need.**

- To support the best projects that are responding to locally identified needs
- Those most in need including hard to reach groups
- To ensure that communities are involved in helping to deliver projects

**Communities of interest as well as geography*

Awarding funds from
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But what if you seek more than £10,000 & want to run a project for more than 12 months???

The Reaching Communities Programme aims are:

- to help those most in need, especially people or groups who are hard to reach
- to ensure that communities are involved in helping to deliver the projects
- to support the best projects that respond to locally identified needs

At the heart of our aspirations for this programme are that it will help **deliver our core mission**, and bring about real change to communities and to the lives of those most in need.

This programme really is **about communities** and we want to make sure that they are involved in any project we fund – that is to say we expect projects to engage people in both **the design and delivery** of the project.

When we talk about communities, we mean not just the community where people live but also communities who have shared or common needs such as people with poor mental health.

We will leave it to applicants to tell us what their communities needs are, how the project is going to provide a solution to those needs and how local communities are involved in making that happen.

Applicants need to show how their project **meets at least one of our 4 organisational outcomes.**

Reaching Communities



- A 'demand-led' programme
- Ongoing 2009/2010
- **£10,001 to £500,000 available (Max project size £750,000)**
- **Max capital grant £50,000 (Max capital project size £200,000)**
- New and existing projects
- Funding for up to 5 years
- Full cost recovery



With existing projects you need to demonstrate that they are already being successful in meeting local needs. If you want us to fund an existing project we need to know that your project is successful and can demonstrate that it has made a difference. A written evaluation must support an application from an existing project that applies to Reaching Communities.

Full cost recovery basically means securing funding for – or recovering – all an organisation's costs, including the direct costs of the project and all overheads relating to the project. So in full cost recovery the org's overheads are shared among an org's different projects.

Reaching Communities



Open to:

- Small local groups, or larger organisations working locally; registered charities; statutory bodies, including schools; charitable or not-for-profit companies; social enterprises and other voluntary and community groups.

Two stage application process

- Outline Proposal Form, response within 10-15 working days (ineligible/unlikely/maybe).
- Application form sent out if appropriate, or feedback given. 6 months to complete full application. 3-4 months to assess



We want the projects we fund to be **community-driven** and we are aware that there are a range of groups that provide local community-based services.

different sized organisations
new or existing projects
working alone or in partnership.

The important thing is that they are **responding to needs at a community level**.

We have recognised that a whole range of organisations are responding to needs at a community level, not just voluntary and community organisations but also social enterprises and schools. So we have expanded the eligibility rules to include these groups.

2 stage application process

- 1. Outline Proposal Form – 08454 10 20 30 www.biglotteryfund.org.uk**
- 2. Response within 10-15 working days (ineligible/unlikely/maybe)**
- 3. Application form sent out if appropriate, or feedback given**
- 4. 6 months to complete full application**
- 5. 3-4 months to assess**

Changing Spaces



Around £200 million environment initiative with several different strands, including:

1. Local Food (RSWT)
2. Access to Nature
3. Community Spaces
4. Community Sustainable Energy (BRE)
5. Ecominds (MIND)

Changing Spaces Advice Line 0845 3 671 671



An award partner programme – using the skills and networks of other organisations to deliver funding on our behalf and help us achieve our outcomes

All these programmes are now open to applications and most make small to large grant awards

Mentioning it as some of the programmes run small grants programmes that may be of interest to you.

For more information on these then visit their websites & we have a brochure (wave)

Changing Spaces key messages



- RSWT – Local Food programme deadline for applications 21 August 2009
- MIND – keen to see applications for smaller grants up to £20,000
- BRE – looking for greater variety of applications. Check their website

Extremely popular across all programmes

Important to check the particular website for guidance and updates on the programmes

Contact us



- For funding information or general enquiries ring the Big Advice Line on **0845 4 10 20 30**
- For all things BIG: www.biglotteryfund.org.uk, subscribe to the monthly e-bulletin for updates.
- For Awards For All: www.awardsforall.org.uk
- Changing Spaces Advice Line: **0845 3 671 671**

Additional Information for Awards for All



★ AWARDS FOR ALL

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There are important changes that will speed up the process and make it simpler.

The assessment process only starts when BIG receives a **complete** application, that is one with **no errors or omissions**

BIG will confirm that they have received a complete application form within **5** working days. If the application form is not complete, BIG will return **the entire form** and give **10** working days to provide the missing information.

Organisations will not need to send any documents other than the application form – any documents needed will be asked for later.

Because BIG will **only use the form to assess** the application, it is very important that organisations **include all relevant information** – BIG will not necessarily contact them during the application so there may not be an opportunity to expand on the information given in the form.

Once the complete form is received, BIG will assess it and let the applicant know of their decision within **30** working days.

If BIG has decided it can fund the project, a written **conditional** grant offer will be made and additional documents requested.

To make the conditional award into an actual award, the applicant must return the documents Big asks for within **20** working days. If the applicant cannot meet this deadline, it may be possible for a short extension to be given, but this must be requested as soon as possible and certainly before the deadline. **The documents asked for will vary from applicant to applicant**, but might include things such as bank statements or governing documents and will be specified in the conditional offer letter.

BIG will also ask the applicant to sign the offer letter to accept the terms and conditions of grant. Asking for documents only at the conditional offer stage should make applying easier, as only organisations that have submitted fundable applications will need to send documents, and each applicant will be asked to submit only the documents needed instead of a standard list.

Once the documents required are received by BIG, they will be reviewed. This will take up to **10 working days**. **If the documents are ok, BIG will advise when the grant will be paid and a press release issued.**

If the documents do not meet the standard required, BIG will contact the applicant if they think the problem can be resolved. If BIG thinks there is a major problem or something that cannot be resolved, BIG will withdraw its conditional grant offer – they will write and explain why.

BIG obviously wants to avoid withdrawing offers, but it will do so if documents are not sent back or are not compliant with their standards. It is therefore very important that applicants make sure that any documents that might be needed, such as governing documents, are up to date and meet appropriate standards **before** they submit their application.

Organisations can start the project once the grant is paid into their bank account. Once the project is completed, they will need to complete an End of Grant Report

Improving your chances:



BIG scores applications to help decide who should be funded. Applications will score higher if they:

- show strong evidence of need
- seek to involve as wide a range of people as possible
- meet more than one of our outcomes
- are from groups that have never received an Awards for All grant
- are from groups with a smaller annual income
- are for smaller projects

Awarding funds from
 The National Lottery

Applications are assessed using a scoring system. The assessment includes looking at whether the applicant organisation is eligible, they are asking for an item BIG can fund, they appear able to deliver the project and so on. It is possible that there will be more fundable applications than funds available – applications are therefore scored to give them a ranking. BIG will start by offering grants to those applications with the highest score and then work down the ranked list until all available funds are used up.

Applicants should think about these scoring criteria and how they can make the best possible case for their project:

- What evidence is there that the project is needed? Is evidence of need based on guess work or on actual research such as client or community surveys, attendance and waiting lists? Are there external documents that could be referenced: parish plans, sustainable community strategies, Office of National Statistics data? Does the applicant know of similar projects whose success underlines the need for the proposed service? Try and show consultation with the intended beneficiary group.
- Has the organisation considered how all members of its client community can be involved in the proposed project? Have they factored in issues around access for people with disabilities, people whose first language is not English?
- Applicants need to consider how many of the four outcomes are met, for example a project to refurbish a village green could argue that it both improved the rural environment and led to healthier people.

Applicants should not be discouraged from applying just because they might score less well than other organisations on some of these criteria. Their project can still be funded dependent on the level of competition. But BIG will not fund any project if it will not meet one or more of their outcomes (see slide 5).

Things to double-check:



- Is the name of your organisation on your application form, bank account and governing document **exactly** the same?
- Are you asking for an item or activities that Awards for All can fund?
- Have you chosen the right referee?
- Have you filled in all sections of the form?
- Does your main contact know all about your project?
- Will your main contact and referee be available during the assessment and grant confirmation period?

Supporting Good from
The National Lottery

This is a list of things that applicants often seem to get wrong with Awards for All. It's therefore worth giving them extra attention and you might want to use this as a checklist with the groups you support:

Is the project something BIG can fund? For example, the applicant is not asking for a contribution towards staff salaries or to a building project with costs greater than £25,000 inc. VAT

Is the grant not less than £300 and not more than £10,000, and not more than £10,000 over 2 years?

Is the right referee used? **There is a list of suggested referees in the guidance notes** – however if the project will work with children, young people under 18 or vulnerable adults there will be special requirements as to the referee and these are set out in the guidance. Remember the referee may be asked for information on the organisation and the project so make sure they know about the organisation and about the proposed project.

Have all sections of the application form been completed, particularly in relation to the details of main and senior contacts and referee? These details, including date of birth, help BIG to prevent and detect fraud. Forms will be returned if these details are not provided.

There is a very short timescale for assessment – applicants must ensure that both their main contact and referee will be available for contact during this period in case BGI needs to clarify anything or seek further information.

Make sure you allow enough time!



- BIG will take up to six weeks to assess the application
- If a conditional offer is made, additional documents will be requested
- BIG will take up to two weeks to assess the additional documents
- Applicants must allow at least **three months** between submitting their application and getting their grant



As we saw earlier, it will take BIG up to six weeks to process the application. In order to convert a conditional into an actual award, additional documentation needs to be submitted – this will take time unless the documents are ready when BIG asks for them. Once submitted, it will take up to 2 weeks for BIG to review the documents and confirm the offer. So the whole process will take at least 8 weeks, even if the applicant has all their documents ready. BIG advises that organisations should leave at least **3 months** between submitting their application and when the project needs to start in order to be sure that they will have a decision in time.

As with all its programmes, BIG cannot make awards for expenditure already incurred. This means any spend made or incurred before the date the award is confirmed. So applicants need to factor this processing time into their project timescale. This is particularly important where funding is sought for an event at a fixed time, for example a community festival. If an organisation does not submit their application until a couple of weeks before it is needed, it will be rejected.

And remember...



- There is a big change to the grant set-up stage
- Once a conditional offer has been made, organisations will have 20 days to submit any documents requested
- All documents that may be asked for should be ready **before** an application is submitted
- If necessary, a short extension can be granted but this must be requested **early**
- Conditional offers will be withdrawn if applicants cannot provide the documents requested
- There is a list of documents that will be needed on page 11 of the guidance notes



The biggest change to Awards for All is the process of giving a conditional award and then checking documents afterwards. So it worth just running over this process once again.

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- All documents that may be asked for should be ready **before** an application is submitted.
- If necessary, a short extension can be granted but this must be requested **early**.
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- There is a list of documents that will be needed on page 11 of the guidance notes

Further information and advice



Website:

www.awardsforall.org.uk

Phone:

BIG Advice Line

0845 4 10 20 30

Textphone:

0845 6 02 16 59



All application materials, guidance notes and resources that have been mentioned can be found and downloaded from the Awards for All website. If you feel that this is not the most relevant funder for you or you require a larger grant you can go the lottery funding website which all ask you a few questions about the project you are seeking funding for and will direct you to the most appropriate Lottery funder

Are there any questions?

Facilitator - if you have any questions about Awards for All general policy, please contact the Big Lottery Fund's regional office. If you, or any potential applicant, has questions relating to eligibility or other matters about a particular bid, please contact the Big Advice Line.