

Fulfilling lives: Supporting young people into work



Talent Match

England

Guide to developing your project prospectus

Congratulations on being chosen to lead the partnership in your area!

Please read carefully the Talent Match programme guide and the information here before you start developing your prospectus. You should also refer to the detailed questions and answers on our website at www.biglotteryfund.org.uk/talentmatch. If you have questions contact the BIG adviser we've assigned to your area.

As the lead organisation, you should complete the questions in this guide and email it to us by **12 noon on Monday 5 November 2012**. Also attach any other supporting documentation we've asked for.

Email your prospectus to:
talentmatch@biglotteryfund.org.uk

If you'd like copies of this guide in another format (such as large print or audiotape) or have other communication needs (such as sign language, a community language or Braille) let us know and we'll do our best to help.

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Guide to developing your project prospectus

Further copies available from:

Email general.enquiries@biglotteryfund.org.uk

Phone 0845 4 10 20 30

Textphone 0845 6 02 16 59 (this is for those with a hearing impairment)

Our website www.biglotteryfund.org.uk

Accessibility

Please contact us to discuss any specific communication needs you may have.

Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

We care about the environment

The Big Lottery Fund is working towards sustainable development and the use of sustainable resources.

Our mission

We are committed to bringing real improvements to communities and the lives of people most in need.

Our values

We have identified three values that underpin our work: making best use of Lottery money, using knowledge and evidence and being supportive and helpful.

You can find out more about us, our values and the funding programmes we run by visiting our website www.biglotteryfund.org.uk

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grantmaker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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What's it all about?

We're investing up to £100 million to provide help and support for young people who have been out of employment, education and training for a long time. This funding will be targeted at hotspots in up to 21 areas across England.

We want our funding to support the growth of cross-sector partnerships in each of these areas that will go on to develop and deliver creative ways of helping young people find work or start up their own enterprising business. We expect to see a range of tightly focused interventions that will make a real and measurable impact to young people who are out of work, education or training in areas of high youth unemployment; designed to complement existing local provision and maximise the effectiveness of current services.

This is a long-term investment of five years as we want each partnership to work together to develop locally owned, long lasting solutions and support young people in their transition towards lasting employment.

What are we looking for?

Our focus is on young people aged 18 to 24 who have been out of work, training or education for at least 12 months and who need specific support to be able to start work or set up their own business.

You'll need to include young people who are not necessarily claiming Jobseekers Allowance as well as those who are, as long as they have been out of work, education or training for at least 12 months. You will also need to show how your interventions can add value to existing provision to give these young people the extra support they need to lead more fulfilling lives.

You need to be able to provide evidence to show where young people experience particular barriers and need additional support over and above that already in place to help them. For example, you may be able to show that a particular estate in your area has a greater problem with worklessness than others, or a particular group of young people are more disadvantaged in the local labour market.

Where young people are already on an existing initiative, such as the Work Programme, you will need to show how your approach provides additional, as well as complementary, support that will make a real difference to the lives of these young people.

To be considered for funding, your approach must bring about the following outcomes:

- improved confidence, optimism and support for young people who have been out of work, training or education for at least 12 months
- young people are more able to secure employment, take up training or further education
- improved and co-ordinated local pathways to get young people into positive economic activity
- improved access to better quality local employment and training
- more meaningful connections and partnerships between employers, agencies and voluntary sector organisations
- more employers, including charitable enterprises, provide meaningful, supported employment opportunities for young people
- clearer evidence of the nature, circumstances and patterns of youth unemployment, including a shared data source to track and measure the impact of interventions.

We will expect your project to have these funding outcomes at the heart of its design. When we look at your prospectus we need to be sure of your commitment to achieving these outcomes.

By 'your project' we mean the package of support and services your partnership will develop and put in place to help young people into work, education or training. Your project should:

- involve the relevant voluntary sector organisations and statutory or commercial providers offering support and services in your area so that you are able to provide a person-centred and coordinated package to all the people that you are aiming to work with
- be creative and locally driven, using knowledge about the local economy and opportunities to create innovative solutions that focus on the unique needs of your area
- be tightly focused on the areas of greatest need in order to make a demonstrable impact on the lives of the young people you will be targeting
- be clearly focused on our target beneficiaries and include them in the design and the delivery
- challenge negative perceptions of young people as we want to see approaches that focus on young people's potential and passion to succeed
- review and identify the needs of all or most of the young people you are targeting, particularly those most in need, and respond to those needs in a planned way in order to raise the quality of the support and services that are given

- provide good value for money and develop an approach to ensure that the benefits of working together continue when our funding ends

We believe that the knowledge and experiences of young people are fundamental to improving the way services are run. In order to make sure that the project is tightly focused and truly meets the needs of these young people we expect them to be fully involved in the design and delivery of the project. We will assess this thoroughly when we look at your prospectus as we have high expectations for young people's genuine and active engagement.

Supporting film

As young people will form part of the Talent Match Committee, we would like you to produce a short supporting film to add context to the needs you've identified within your hotspots. This should be produced by and targeted at young people. Your BIG adviser will contact you to discuss what's needed and the help we can provide.

Work Programme

Young people must go onto the Work Programme when they have been unemployed for nine months (some can go on earlier if they are experiencing particular disadvantages). The Work Programme is a mandatory scheme and if young people do not go on it at the required time it could affect their entitlement to benefit. Talent Match partnerships must be very clear that their activities will not affect a young person's participation in the Work Programme and will not sway them against future attendance.

Who can apply?

We will only consider one prospectus from each of our 21 potential investment areas.

To apply, you must be working in a partnership that is:

- led by a voluntary sector organisation, and
- cross-sector and representative of the range of organisations working with unemployed young people in your area.

The lead voluntary sector organisation will be our main point of contact on behalf of your partnership. They will have legal responsibility for any funding we award, and be financially accountable for any funds that are distributed to partners and delivery organisations. We will expect this organisation to ensure our reporting requirements are being met, while working with our external evaluator to agree and implement appropriate systems to capture learning along the way.

By voluntary sector we mean: registered and unregistered charities, community interest companies, companies limited by guarantee, industrial and provident societies and co-operatives.

Your partnership will change and evolve as you develop your plans. At this stage we expect you to have a core partnership of organisations that will ensure the effective management of your project, which must include representation from the local employers or private sector organisations you will be working with. We encourage you to try to limit the number of organisations involved in this management group to those who can add the most value, as a smaller team can provide the leadership needed to make decisions quickly. There will be a number of other organisations outside of this core partnership that you will need to work with and who can form part of the wider delivery partnership.

How much can you ask for?

We have started by allocating an indicative amount to each area, based on the known numbers of long-term unemployed young people that live in the hotspots we have identified. We are expecting partnerships to use their local knowledge to tell us where in their area the young people who are most in need are, and how best to help them, so you must determine the amount you request from us based on this information. We do not guarantee that all areas will be funded, or will receive the amount we have initially allocated as final awards could be more as well as less.

The allocation we have given you is the starting point from which you should plan your costs. Your BIG adviser can tell you more about the indicative allocation for your area.

If we agree in principle to fund your project based on your prospectus we'll give you four months to develop a project plan and draft partnership agreements. We will be able to pay you up to £50,000 from your grant up front to help you work up the detail of your project plan.

We will need to see and approve your project plan before we can agree and set up the rest of your payments so you can start delivering your project. If we decide to fund your project you must be able to start it within three months of our decision.

What happens when?

- ▶ **August to November 2012** – Your partnership agrees a vision and approach based upon locally identified needs and the experiences of young people and providers.
- ▶ **By 12 noon on Monday 5 November 2012** – You email your prospectus and any additional requested documentation to us.
- ▶ **November 2012 to January 2013** – We assess your prospectus and we will discuss it with you.
- ▶ **By 12 noon on Monday 7 January 2013** – You send us your supporting film.
- ▶ **By the end of January 2013** – Our committee, which will include young people, considers your prospectus and supporting film. We will tell you whether you have been successful.
- ▶ **February 2013** – If you are successful, we make you an in principle offer and we pay you start up funding if you have asked for it.
- ▶ **February to May 2013** – Your partnership develops a project plan and draft partnership agreement.
- ▶ **By May 2013** – You submit your project plan and draft partnership agreement to us.
- ▶ **By June 2013** – We'll review your project plan and partnership agreement and we may contact you with questions. If we approve them you can start your project within three months. If we don't approve them we'll give you a month to make some changes but if they still do not meet our requirements we may have to withdraw our in principle offer.

We will review and work towards approving your project plan and draft partnership agreement as soon as you submit them.

What can we pay for?

We'll pay for:

- some or all of your project costs for five years
- capital equipment essential to the delivery of your project
- a contribution towards your overheads and management costs.

But we won't pay for:

- your day-to-day running costs and current or regular activities that are unrelated to your project
- any costs which someone else is paying for, if in cash or in kind
- funds to build up a reserve or surplus, whether distributable or not
- general appeals or endowments
- anything you start, spend money on or agree to spend money on before we confirm our funding
- building or refurbishment work
- buying land or buildings
- activities that are statutory obligations
- loans or interest repayments
- religious or political activities
- travel outside the UK.

If you are seeking funding for the direct delivery of new services you will need to explain and evidence why these services are needed, and how they would complement the existing services provided by the organisations in your area.

Project costs

We will ask you to tell us how much your project will cost and how much you need from us in **question 3.1**. You will need to provide a detailed budget if you are invited to submit a project plan.

We understand that your costs may change as you develop your project in more detail. However, the amount you ask for from us in your project plan must be broadly in line with what you ask for in your prospectus, as we can only increase our funding commitment if other projects withdraw and we have approval from our England committee.

Management costs and overheads

By management costs we mean the costs to you as the lead organisation and also the costs to your partners for the recruitment, salaries and the training of any staff directly responsible for the management and accountability of your project. Any costs for assisting or delivering support and services are not a management cost.

When you tell us how you've worked out your costs in **question 3.3** you'll need to explain how you've calculated your management costs.

Guidance on how to calculate your organisations overheads can be found on our website at www.biglotteryfund.org.uk/full_cost_recovery

Other funding

We encourage you to get some of your funding from other sources, as this helps to show a wider range of support for your project and will help it to be more sustainable. This could include funding from other grants, statutory bodies and organisations within your partnership.

Any additional funding must be secured by the time you submit your project plan in May 2013.

You should also tell us about any in kind contributions you expect to receive. This might include the loan of office space and equipment or volunteer time.

What makes a good application?

When you tell us about your project you will need to provide us with estimates so that we can understand the scale and scope of your project. At a minimum, we expect 20 per cent of the young people you will be working with to enter into employment or enterprise that is sustained for at least six months. We encourage you to be more ambitious, but realistic, in defining your own target.

If we agree in principle to fund your project then we will need you to refine this further and on an ongoing basis throughout the life of your project so that your plans are flexible and respond to external changes and learning. We understand that your plans will change and develop over time.

When we assess your prospectus we'll consider:

1. The extent to which your target beneficiaries need additional support in the hotspots you are targeting (question 1.7).
2. How well your project would achieve our funding outcomes (questions 1.4, 1.8, 2.5, 2.6, 2.8 and 2.9).
3. How well your project complements other initiatives in your area (question 1.8)
4. How well your potential beneficiaries have and will be able to shape the project (questions 1.7, 2.7 and 2.9).
5. How well your organisation provides the experience and capacity to manage the project (questions 2.1, 2.2 and 4.7).
6. How well the partnership provides the right expertise and is likely to operate effectively (questions 2.1, 2.2, 2.3 and 2.4).

What else do I need to know or do?

Our Getting funding and planning successful projects guide is a must read for all applicants. It explains the key elements of our approach to funding and has examples that will help you.

You should have received a copy of our terms and conditions of grant. If you haven't, contact your BIG adviser. Read these before starting your prospectus to make sure you can accept them if we offer you funding.

We'll need you to email us some additional documents with your prospectus:

- a copy of the lead organisation's most recent approved accounts
- a copy of the lead organisation's governing document if they are **not** a registered charity, a company or an Industrial and Provident, Friendly or Mutual Society.

Learning and evaluation

We want our investment to make a lasting impact and influence the way that young people are supported back into work in the future. We will expect you to measure the impacts of your project in a robust way and to work with a team of evaluators that we will appoint to gather learning. We aim to measure the cost of supporting young people with entrenched needs against the cost of them remaining out of work. Your project and its interventions must demonstrate your commitment to this ambition, which is why we need your project to be tightly focused and able to demonstrate impact.

We will use an evaluation partner to develop a robust evaluation of this funding, as well as evaluating the impact of the individual projects. It will help your project to maximise its impact and also measure that impact over time. It will also contribute to the evidence base about what works in supporting young people to gain sustainable employment or set up their own enterprises.

Full co-operation with our evaluation partner is a condition of this funding. They will work with you to establish and refine data collection systems for monitoring and evaluation. This will help your project to maximise its impact and also measure that impact over time.

At a minimum, we will expect your partnership to work with our partner to agree a suite of common qualitative and quantitative indicators by which the progress of your project can be evaluated. During the delivery of your project we may also need you to make yourself available for more in-depth interviews about particular issues. We will provide further details about the evaluation and these requirements at the project plan stage.

You must ensure that you have the resources in place to liaise with our evaluator and support the collection of information for their evaluation. We do not expect projects to commission their own independent evaluation but you'll need to budget for any self-evaluation you will be doing.

There will also be costs associated with participating in opportunities to collect and share learning that we organise and with disseminating your own learning.

Typically, we encourage applicants to set aside around 10 per cent of their total project cost for monitoring and evaluation activities.

You will need to develop your own approach to sharing your learning, and we'll ask about this in **question 2.8**.

Branches

If you are a branch of a larger organisation then you should contact us as we may need to send you more guidance. If you are a dependent branch of a parent organisation then they will need to take ultimate legal and accounting responsibility for our grant if you are successful.

Partnership agreement

If you are invited to submit a project plan, you'll need to send a partnership agreement between you (the lead organisation) and the other partners involved in delivering the project. We'll provide more guidance on partnership agreements if we agree in principle to funding your project. We will need to approve your draft partnership agreement before it is signed by your partners.

State Aid

If our funding could give you an advantage over other organisations offering similar services, or if the activities you want us to fund could affect trade between EU member states, then our funding might be considered to be 'State Aid'. There are strict rules governing State Aid so it's important we check proposals carefully, so we can follow those rules where necessary.

Any in principle funding offer we make will be based on the assumption that although the funding provided by us constitutes state resources, the purpose for which it will be used will not lead to it being considered as unapprovable State Aid. If the purpose of the funding is subsequently deemed to be unapprovable State Aid, then we may withdraw our in principle offer.

You should seek advice about State Aid before you send us your prospectus. We'll ask about this in **question 3.5** and in greater detail in your project plan if we agree in principle to fund your project.

For more information about State Aid visit www.bis.gov.uk

Equalities

If we fund your proposal we'll expect you to meet all relevant legal requirements and comply with our equality commitments set out in our publication 'Equality Matters', which you can get from our website at www.biglotteryfund.org.uk/england/equalities/equality_matters

Good governance

Governance means the way your organisation is set up and run. It is about the procedures, policies, documents and management arrangements you have in place for the way you administer and control your organisation, including its finances and delivery of what it has been set up to achieve. We have published a 'Good governance guide' which is available on our website www.biglotteryfund.org.uk. The guide also introduces you to our risk analysis process.

Corruption through bribery, extortion or intimidation, leads to an increase in cost of services or activities, and a reduction in quality of services or activities for those most in need.

The Big Lottery Fund does not tolerate corruption under any circumstances. Grant holders and their partners must comply with all anti-bribery and anti-corruption legislation and are expected to have clear disclosure of information, rules, plans, processes and actions in order to mitigate against the use of funds for corruption.

Public announcement

We will publicise any in principle offer we make but we'll make it clear that we haven't yet made a final decision whether to fund your proposal. We will accept no liability for any consequences, whether direct or indirect, that comes about if we subsequently decide to withdraw our offer. However, when publicising it, we would make sure that confidentiality is not compromised.

Part one: Your vision

1.1 Which area are you applying from?

<input type="checkbox"/> Black Country	<input type="checkbox"/> Cornwall and the Isles of Scilly
<input type="checkbox"/> Coventry and Warwickshire	<input type="checkbox"/> Derbyshire and Nottinghamshire (D2N2)
<input type="checkbox"/> Greater Birmingham and Solihull	<input type="checkbox"/> Greater Lincolnshire
<input type="checkbox"/> Greater Manchester	<input type="checkbox"/> Humber
<input type="checkbox"/> Leeds City Region	<input type="checkbox"/> Leicester and Leicestershire
<input type="checkbox"/> Liverpool City Region	<input type="checkbox"/> London
<input type="checkbox"/> New Anglia	<input type="checkbox"/> North Eastern
<input type="checkbox"/> Northamptonshire	<input type="checkbox"/> Sheffield City Region
<input type="checkbox"/> South East	<input type="checkbox"/> Stoke-on-Trent and Staffordshire
<input type="checkbox"/> Tees Valley	<input type="checkbox"/> The Marches
<input type="checkbox"/> Worcestershire	

1.2 What does your project involve?

Summarise what you plan to do and how this fits with **What are we looking for?** at the beginning of this guide.

Write up to 400 words.

1.3 When are you planning to start and finish your project?

Make sure the dates you put fit with the key dates under **What happens when?** at the beginning of this guide and your start date is after the date when we'll confirm our decision.

Estimated start date (dd/mm/yyyy)

Estimated finish date (dd/mm/yyyy)

1.4 How will people benefit from your project?

Describe up to four changes you expect your project to bring about, using straightforward language. We call these your project outcomes.

- ▶ You will be able to evolve and expand upon these in your project plan.
- ▶ Use numbers, percentages and dates to describe the level of change you intend to bring about.
- ▶ We are particularly interested in the level of change you are expecting with getting young people engaged in:
 - positive activities that support pathways to employment, such as volunteering
 - formal and informal education
 - direct employment
 - self-employment or starting up their own enterprises.

See our guide 'Getting funding and planning successful projects' for help developing your outcomes.

Write up to 30 words for each outcome.

1	
2	
3	
4	

1.5 How many people will benefit from your project?

a) Provide an estimate for how many young people you'll be working with over the length of your project.

b) Provide an estimate for how many young people you hope to get into employment or enterprise over the length of your project.

1.6 Where will your project take place?

Give the locations of the places where you intend to deliver your project.

- ▶ Estimate a percentage of the funding that might be used for each one. Then select one postcode as the main location.
- ▶ You may not be a position to give us precise locations so give us postcodes for nearby buildings or streets within the neighbourhood, town or larger area where your project could be delivered, based on the research and consultation you have undertaken so far.
- ▶ If you expect a building or organisation within that neighbourhood is likely to be involved in the delivery of your project please provide the postcode of that location.

You can update this information when you provide your project plan.

Location	Postcode	% per location	Main location
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

1.7 On what basis have you chosen to target your project's services and activities?

a) Give details of the needs of the people who'll benefit, where they are located and why you are targeting these people. Include any research you or others have completed and what this has told you about what is needed.

Write up to 400 words.

b) Describe how the people who'll benefit from your project have had their say on the needs and issues you are tackling.

Write up to 300 words.

1.8 How will you improve overall provision for the people who'll benefit from your project?

Describe:

- any existing provision run by organisations working in the same field
- how your project will join up with and enhance this provision to improve the pathways for the young people you'll be working with.

Write up to 400 words.

Part two: Your approach

2.1 What are the organisations in your core partnership?

List your core partners (including the lead organisation), their relevant experience and what they will deliver as part of your project.

Organisation name	Relevant experience	Role and responsibilities

Organisation name	Relevant experience	Role and responsibilities

2.2 How will the core partnership operate?

Describe the processes and structures you have developed or will put in place to ensure your core partnership works together well and links up more widely with other organisations. You can send us a partnership structure chart if this would help to illustrate your working arrangements.

Write up to 300 words.

2.3 How were the organisations within your core partnership selected?

Write up to 300 words.

2.4 Safeguarding children, young people and vulnerable adults

We need to be sure the children, young people and vulnerable adults you work with will be safe. It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may inspect at any time.

As a minimum we expect the organisations in your partnership to:

- have safeguarding policies in place that are appropriate to their work and the project you are asking us to fund, which you review at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records at least every three years and taking up references
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment and secure extra insurance, if appropriate.

The Safe Network provides help and advice on child protection and safeguarding practices, to help keep children and young people protected. Their website www.safenetwork.org.uk has information and resources to help you develop appropriate policies and procedures for your organisation.

☐

Tick this box to confirm that the organisations in your partnership meet these requirements.

2.5 What are the most important services and activities you expect to deliver during your project?

- ▶ You will be able to evolve and expand upon these in your project plan.
- ▶ Describe the main services and activities you'll deliver and give the project years they will happen in.
- ▶ Write '**All years**' if the activity will happen throughout your project.

Write up to 30 words for each activity.

Activity	Project year

2.6 How will your activities help you achieve your project outcomes?

Explain how your activities will help you achieve the project outcomes you put in part one of this form.

Write up to 400 words.

2.7 How will the people who will benefit from your project be involved in shaping it?

Explain how you'll involve the people who'll benefit as you develop your plans and deliver your project.

Write up to 400 words.

2.8 How will you record your learning and share it with others so they can benefit from what you've done?

Describe how you'll capture learning and what you'll do ensure it is shared as widely as possible. We are particularly interested in what you plan to achieve by sharing your learning.

Write up to 300 words.

Part three: Funding

3.1 How much will your project cost and how much would you like from BIG?

- ▶ Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- ▶ Be as detailed as you can, using clear headings followed by a short description (for example: **'Management costs'** and **'Overheads'**).
- ▶ Include a heading for any start up funding you are requesting from us in **question 3.4**.
- ▶ **Capital costs** include buying equipment and necessary to the project.
- ▶ **Revenue costs** include things like salaries, management costs, training, travel and volunteer expenses.
- ▶ Only include VAT if you can't recover it from HM Revenue and Customs.
- ▶ If you're asking us for all the costs make sure the total cost and amount from BIG is the same.

Revenue costs	Total cost (£)	Amount from BIG (£)
Total revenue costs		
Capital costs	Total cost (£)	Amount from BIG (£)
Total capital costs		

3.2 Where will you get any other funding from and have you secured it yet?

Complete the table if the total project cost is more than the amount you’re asking us for. Include any contribution you plan to make from your own reserves or from general fundraising.

Funding source	In kind contribution?	Amount (£)	Have you secured it?	
	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total				

3.3 How have you worked out your costs?

Explain:

- what your costs are based on, for example, quotes, estimates, assumptions or what it has cost before
- how you have worked out any overheads or management costs you are asking us to pay for
- how your stakeholders or partners have been involved in helping you to work out your costs
- any in kind contributions and how you've calculated these.

Write up to 300 words.

3.4 How much will it cost to develop your project?

You can ask for up to £50,000 from your grant as start up funding to help you with developing your project plan.

- ▶ Include the costs of everything you will need to do to develop your project, even if you're not asking us to fund it.
- ▶ Be as detailed as you can, using clear headings followed by a short description. Use a different row for each heading.
- ▶ Only include VAT if you can't recover it from HM Revenue and Customs.

Item or activity	In kind contribution?	Total cost (£)	Amount from BIG (£)
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
Total development costs			

If the total cost for developing your project is more than you'd like from us, where will you get the other funding and have you secured it yet?

Write up to 100 words.

3.5 How have you considered whether your project may be subject to State Aid rules?

Give details of:

- any advice you've sought about State Aid
- how our funding could affect your competitive or financial position in relation to other organisations providing similar goods or services
- the amount of any funding you've received in the last three years that was classed as State Aid.

For more information about State Aid visit www.bis.gov.uk/policies/europe/state-aid

Write up to 300 words.

Part four: Your lead organisation and declaration

4.1 Lead organisation name

What is the full legal name of your organisation, as shown on your governing document?

4.2 Lead organisation correspondence

What is your organisation's registered address including postcode?

Phone number one* (or textphone)

Phone number two* (or textphone)

*At least one of these must be a landline phone number

Email (if applicable)

Web address (if applicable)

4.3 Lead organisation type

a) Are you a registered charity?

☐

Yes

☐

No

b) What type of organisation are you?

☐

Incorporated organisation

☐

Company – Limited by Guarantee

☐

Community Interest Company – Limited by Shares

☐

Community Interest Company – Limited by Guarantee

☐

Co-operative

☐

Friendly Society

☐

Industrial and Provident Society

☐

Unincorporated Association

4.4 Lead organisation reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, write them in the relevant box.

Charity number

Company number

HMRC Charitable status number

Other (please specify)

☐

Tick this box to confirm whether you are sending us your governing document (see section '**What else do I need to know or do?**' for details.

4.5 Related organisations

Is your organisation a branch of, or related to, a larger organisation?

☐

Yes

☐

No

If you've answered yes, please contact us to discuss this.

4.6 Lead organisation accounts

You must send us a copy of your most recent approved accounts with your application. They must be signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate.

The accounts you send us should not be more than 12 months old. However, we realise that this can be difficult if your organisation's financial year-end coincides with the period in which you are sending us your application. If this is the case, send us your previous accounts and a copy of your most recent management accounts.

We would prefer if you send us your accounts by email. If this is not possible, we will still accept paper copies providing they are received by our deadline.

☐

Tick this box to confirm that you are sending us your accounts.

4.7 Lead organisation experience

Describe:

- your relevant experience of managing and delivering similarly complex projects
- how you'll make sure your organisation can effectively manage the project.

Write up to 300 words.

Primary contact details

4.8 Who should we contact if we have questions about your project?

We need their date of birth and home address for our standard fraud prevention checks.

Title

Forenames (in full)

Surname

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Position or job title

Date of birth

On behalf of (organisation name)

Address for correspondence including postcode if this is different from the organisation's registered address in **question 4.2**.

If the address for correspondence is different from the organisation's registered address, please tell us why.

Phone number one* (or textphone)

Phone number two* (or textphone)

*At least one of these must be a landline phone number

Email (if applicable)

Web address (if applicable)

Home address including postcode

Does your main contact have any particular communication needs? This might include textphone, sign language, large print, audiotape, Braille or a community language.

We'd like to send you information about Big Lottery Fund and other Lottery good causes to your primary contact. Tick this box if you would rather not consent 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 would rather not consent to take part in these activities.

Secondary contact details

4.9 Who else from your organisation can we contact if we have questions about your project?

We need their date of birth and home address for our standard fraud prevention checks.

Title

Forenames (in full)

Surname

Position or job title

Date of birth

On behalf of (organisation name)

Home address including postcode

Phone number one* (or textphone)

Phone number two* (or textphone)

*At least one of these must be a landline phone number

Email (if applicable)

Web address (if applicable)

Tell us about any particular communication needs your second contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

Legally responsible details

4.10 Who in your organisation will be legally responsible for the funding?

- ▶ For companies they should be a director or the company secretary.
- ▶ For all other types of organisations they should be your chair, vice chair or treasurer.

They must be over 18 years old and can't be the same as the person we should contact if we have questions about your application.

We need their date of birth and home address for our standard fraud prevention checks.

Title

Forenames (in full)

Surname

--	--	--

Position or job title

--

Date of birth

--

On behalf of (organisation name)

--

Home address including postcode

--

Phone number one* (or textphone)

Phone number two* (or textphone)

--

--

*At least one of these must be a landline phone number

Email (if applicable)

Web address (if applicable)

--

--

Tell us about any particular communication needs your second contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

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Declaration

Check the box to confirm that:

- the information you have given is accurate and true
- your application has been authorised by the governing body of your organisation
- your organisation has the legal power to deliver the project you have described
- you understand that if you make misleading statements or withhold information at any point, your application will be invalid and you will be liable to repay any money you have received
- you will be able to meet the terms and conditions of grant
- you agree we may use the information you have provided for the purposes described under Data Protection below
- you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our Freedom of Information Policy below
- you are aware of the State Aid implications associated with this funding.

☐

I agree

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.

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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 Head of Information Governance, by emailing dataprotection@biglotteryfund.org.uk or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Head of Information Governance, Big Lottery Fund, 1 Plough Place, London, EC4A 1DE.

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 Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third 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 choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.