



Community led

September 2022

Sample only - if you would like a full application form please get in touch with us talk about your ideas at advicescotland@tnlcommunityfund.org.uk or on 0300 123 7110

Sample

Guidance on the three approaches

In Scotland, we believe that the following **three approaches** are vital to help us deliver National Lottery funding that empowers communities and reduces inequality and we will fund activity that embraces these.



- **People-led** - meaningfully involving the people you're working with in the development, design and delivery of your activity.
- **Strengths-based** - making the most of, and building on, the skills and experiences of people and assets within communities.
- **Connected** - having a good understanding of what others are doing locally, developing good working relationships and complementing and adding value to other relevant activity in your area.

We will ask you to tell us how you will demonstrate these **three approaches** in your activity. This will be important when we consider your application.

Further information about these and examples of how organisations have demonstrated these approaches in their work can be found on our website

<https://www.tnlcommunityfund.org.uk/funding/funding-guidance/three-approaches-scotland>

Guidance on Community-led

a) What's it about?

This funding aims to support communities to bring real improvements to the places they live and the wellbeing of those most in need.

The National Lottery Community Fund recognises the important role that community organisations play in addressing inequality and strengthening communities.

We want to support community-based organisations to carry out the work that they do best - bringing local people together around the things that matter to them.

We will fund organisations to deliver work that achieves the following outcomes:

- **Everyone in the community has the opportunity to influence and get involved in community-led activity**
- **People in the community are better connected and work together to improve their wellbeing**

b) Who can apply?

This funding is for organisations in Scotland that are based in the local area they serve and are run by local people. Your organisation needs to be able to meet some basic good practice features in order to proceed.

Your organisation should have a governing body (e.g. committee or board), at least three unrelated people on that governing body and a written governing document (e.g. constitution). The governing document should be clear that your organisation has:

- ✓ **A Social Purpose** - The organisation must have a clearly stated purpose which benefits the local area in some way
- ✓ **Open Membership** - Everyone living in the area should be able to get involved in your organisation and the work that it does
- ✓ **Community Control** - The majority of people serving on your governing body are from the local area and make the decisions

If your organisation doesn't meet the above criteria but you feel it is representative of the people in your area, we are still interested in hearing from you.

Existing National Lottery Community Fund grantholders can apply but you can usually only have one Community Led grant at a time.

c) How much can you ask for?

You should complete this application if you are asking for **between £10,000 and £150,000**.

d) What can you apply for?

We want to support community-led organisations to deliver longer term work as well as shorter term activity to support communities deal with the impact of COVID-19. You can apply for funding for up to three years to improve or continue existing services, or to develop new activity.

Although we welcome match funding in applications, we can fund up to 100 per cent of activity costs including staff, training, volunteer expenses, equipment, premises costs, evaluation and overheads. You can also include costs related to adapting and redesigning services and up to £50,000 for minor capital costs in your application such as building refurbishment, adaptations or landscaping as part of your overall activity.

There are some things we can't pay for, such as anything you spend money on before you get a decision from us, activities outside the UK and activities that actively promote religion. Check with us if you are unsure.

e) What will we assess your application on?

The information you provide in this form is a starting point and we'll contact you to discuss your application further during assessment. As well as considering how your activity fits with what we want to fund, we'll look at:

- How your activity demonstrates people-led, strengths-based and connected approaches
- How relevant it is for the participants
- The capacity of your organisation to deliver it

f) What happens when?

We'd like to talk to you about your ideas before sending you an application form so we can give you advice on whether or not this funding is right for what you want to do. This will also enable us to identify and provide extra support if you need it.

You can contact us at advicescotland@tnlcommunityfundfund.org.uk or 0300 123 7110 to discuss your ideas or if you have any questions about completing your application form.

Send

You email us your completed form, budget and accounts and we acknowledge receipt of these.

Discuss

We contact you to discuss your application.
We may ask you to submit extra information to help us make a decision.

Decide

We provide feedback on your application and let you know if you have been awarded a grant (approximately 3 months after receipt of your application).

Please note - this is a sample form which includes help notes at some questions to assist you when completing your application. If you want to apply, please contact us to discuss your idea and request an application form.

Your application

Your organisation

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

Please check this - if the full legal name is incorrect it may delay assessment of your application. Please include a copy of your governing document with your application.

2. If your organisation uses a different name in your day-to-day work, what is it?

3. What would you like to call your application/activity?

Give a short title, something we can use in publicity if you are successful.

You can write up to 70 characters (including spaces).

What you want to do?

4. Summarise what you want to use this funding for. Tell us:

- what you'll do
- who your activity is aimed at
- how you'll deliver it
- what difference your activity will make

Your answer should be between 400 and 600 words

Help note: Use this section to concentrate on providing detail about what you would deliver with this funding and the people who will be taking part.

Don't use it to provide lots of information about your organisation (you can do this at Q12) or the background to this application. You can use bullet points if that's an easier way for you to provide this information.

5. Estimate how many people and volunteers (where relevant) your activity will involve.

This should be for the whole period we would be funding your activity, not each year.

Number of people who will take part in your activity	
Number of volunteers involved in your activity	

6. Why do you want to do this?

Tell us how you've involved a range of people from the community in developing your plans and about any other information you've gathered which shows that this is the right thing for the community. This could include learning from any previous work you've done, research you've carried out or how you're building on any COVID-19 response activity that has taken place in your community.

Your answer should be between 300 and 500 words

Help note: We'd like you to tell us how you know this activity is needed and relevant for the people taking part.

- a) Have you identified a gap?
- b) Have people told you this is something that they want in their area?
- c) Your previous experience has shown you that this type of activity is successful.
- d) Explain how previous experience has informed your activity including if relevant, how your organisation was involved in responding to COVID-19 in your community

Don't use this section to give us general statistics about the area or people.

7. Where do the people live who will participate in your activity?

If the people are in one local authority area only, complete one row and put 100 per cent.

We anticipate that most Community Led applicants will only complete one row however if the people are in a community that spans more than one local authority area, use more rows and estimate a percentage for each one.

You can enter up to three areas in the table. If there are more than this select the top three.

Local authority name	% per area

8. When are you planning to start and finish your activity?

Your start date should be at least **three months** from the date you send us your application but if your activity needs to start earlier than this, your Funding Officer will speak to you during assessment.

Help note: this is just an estimate of your dates and can be changed later

Start date	
Finish date	

The three approaches

People-led

9. How will you involve local people in the development and running of your activity?

Tell us how local people will be involved in shaping and delivering your activity.

Your answer should be between 300 and 500 words

Help note: involvement will take different formats depending on the people taking part and the type of activity but it might be useful to think about the different stages of your activity and involvement of people at each stage. For example:

- How have local people been involved in planning and development?
 - How will you ensure local people taking part have an active role in shaping activity?
 - How are local people involved in the board or steering groups?
- Does your project involve volunteers from your local area?

Strengths-based

10. How will you identify and build on the strengths of people and other resources in your community?

Tell us about the strengths or assets within your community, such as the existing skills and experience of the people taking part in your activity, and how you will build on these strengths.

Your answer should be between 300 and 500 words

Help note: we want to know how you will identify the strengths of the people taking part and how you will use these to help them achieve their potential. Strengths of people could include their skills, knowledge, experience, qualities and talents. We also want to know about any other strengths or assets you'll use in your activity or tap into such as local resources, buildings, networks or volunteers.

Connected

11. How will you connect with other relevant organisations, activities and services in your community?

Tell us about your existing connections and how you will develop further relationships to improve the overall provision for the people in your community.

Your answer should be between 300 and 500 words

Help note: this shouldn't just be a list of organisations you know about. We want to know about the relationships you already have and any others you'll develop. Tell us:

- How your activity is linked to other organisations in your area?
- How what you're planning to deliver complements and adds value to existing provision for the people taking part?
- How your connections will be maintained and developed on an ongoing basis?
- If there is already something similar in your area, explain why your activity is also needed?

Delivering your activity

12. Tell us about the skills and expertise you already have to help you deliver this activity and anything else you plan to put in place to meet any development needs.

You can include costs in your application to develop the capacity of your organisation including staff training and assistance to help you adapt or redesign your services.

Your answer should be between 300 and 500 words

Help note: This is an opportunity to tell us about your experience as an organisation to deliver this type of activity and skills and experience of your staff/volunteers. You can also provide information about anything else you plan to put in place to develop the capacity of your organisation such as training for staff/volunteers and your board. Also provide information about the experience of any other organisations you're going to be working with to deliver this activity.

13. Will your activity include building work or land development?

☐ Yes ☐ No

If yes, you should own it or hold a lease that cannot be brought to an end by the landlord for at least five years. We may ask to see evidence of any ownership, lease or planning permission as part of our assessment.

If you are requesting funding for adaptations to a building to comply with COVID-19 restrictions, please ensure that your work is in line with current Scottish Government guidelines.

14. Do you have planning consent and all other necessary statutory consents in place for this?

☐ Yes ☐ No ☐ Not required

15. How much will your activity cost and how much would you like from us?

Complete the table below to provide a summary of your costs. We also want to see a **detailed breakdown of your budget** which you should send us with your application.

Further information on eligible costs and a sample of a budget breakdown can be found on our website <https://www.tnlcommunityfund.org.uk/funding/programmes/grants-for-community-led-activity#section-3>

Information on how to calculate your overheads can be found on our website <https://www.tnlcommunityfund.org.uk/funding/funding-guidance/full-cost-recovery>

Help note: If you have or are applying for funding from other sources provide details in the middle row.

	Year 1	Year 2	Year 3	Total
Amount from The National Lottery Community Fund				
Other funding				
Total costs				

Your current finances

16. Please provide figures from latest approved annual accounts

Select one option and fill in the amounts from your accounts or projection.

- ☐ Information from the latest accounts approved by your organisation.
- ☐ 12-month projections because we've been running less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organisation was set up.

Accounting year ending	
Total income for the year	£
Total expenditure for the year	£
Surplus or deficit at the year-end	£

Total savings or reserves at the year-end £

Please send us a copy of your most recent accounts or projection with your application, unless you have already sent them to us in the past 12 months.

Help note: if you're not sure if you've sent accounts to us in the last 12 months please contact us.

Your organisation contact details

16. What is the main or registered address for your organisation?

If you are successful, this is where we'll send our offer letter, so make sure you can safely receive post at this address. We recommend this is your organisation's office address, but if you don't have an office, this may be a home address.

Help note: you need to provide 2 telephone numbers. One can be a mobile number but one must be a landline

Address		Postcode

Phone number one	
Phone number two or text phone	
Website	
Social Media Page	

17. What is the main email address for your organisation?

This should be the email address people use to contact your organisation. It can be a personal email address if your organisation doesn't have its own email address.

18. What type of organisation are you?

Select all options that are relevant to you.

Charity	☐
Other	☐

Give any reference or registration numbers you have:

Office of the Scottish Charity Regulator or Charity Commission
Companies House

Other reference or registration numbers

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19. How many people are on the board or committee that runs your organisation?

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Help note: there must be at least three unrelated people on your board

20. Working with children, young people and vulnerable adults

If you are applying for a project to work with children, young people or vulnerable adults, you need to be sure they will be safe.

We would expect you to:

- prioritise the safety and wellbeing of all children and adults at Risk who come into contact with your organisation (including contact with your centres, projects, staff and/or volunteers)
- ensure Children and Adults at Risk are given a voice by creating an environment and providing opportunities for Children and Adults at Risk to tell you what you are doing well, what risks there are to them and how you can help keep them and others safe.
- clearly outline to all the people in your organisation (permanent and fixed-term employees, non-executive committee members, agency staff, interns, volunteers, contractors and consultants) your mandatory policies and processes and a code of conduct that keep Children and Adults at Risk safe.
- have a tailored, up-to-date procedure for reporting concerns and disclosures that everyone knows about and feels confident in applying (including not just the people in your organisation but also the carers or guardians of the Children and Adults at Risk who come into contact with your organisation and, where appropriate, the Children and Adults at Risk themselves).

If your funded project involves working in regulated activity with Children and Adults at Risk, you will also consider:

- having one or more nominated member of staff (a Designated Safeguarding Lead) who has the knowledge and skills to promote safe environments for Children and Adults at Risk and is able to respond to concerns and disclosures.
- ensuring everyone understands their safeguarding roles and responsibilities and is provided with appropriate learning opportunities to recognise, identify and respond to concerns and disclosures relating to the protection of Children and Adults at Risk.
- using safe and transparent recruitment processes including (1) an appropriately detailed DBS/PVG check for staff who come into contact with Children and Adults at Risk (2) obtaining references that confirm that the referees are not aware of any reason why the applicant should not work with Children and Adults at Risk (3) up-to-date, proportionate safeguarding training for people in your organisation.

- conducting safeguarding risk assessments and provide guidance for your organisation, locations, projects and processes to enable a safe, inclusive environment for all Children and Adults at Risk we support. This could include guidance on taking Children and Adults at Risk away on trips, consents required, the ratio of adults to Children and Adults at Risk, transport safety and emergency procedures and guidance on Children and Adults at Risk who require medication and consideration of the Prevent Duty.

If your project will be working with one of these groups, tick this box to confirm that your organisation has the relevant policies in place ☐

We recommend that you visit the [NSPCC website](#) which provides a range of child safeguarding advice and information services for the whole of the UK.

Should you be successful in your application, we would expect you to adhere to our expectations as set out in the Grantholder policy around Safeguarding Children and Adults at risk; [here](#).

Keeping Lottery money safe

We use the personal information below to carry out some basic identity checks as part of our standard fraud prevention process. All organisations, including statutory organisations, need to provide this.

Our identity check may appear on a credit report, but it's not a credit check and can only be seen by the person we're checking, so their credit rating **will not** be affected. You can find out more in our Guide to Risk Analysis, available at <https://www.tnlcommunityfund.org.uk/funding/funding-guidance/information-checks>.

We need some personal details for **two different people** related to your application - a **main contact** (the person we'll usually deal with) for your application and a **senior contact** (who must be an office bearer of your organisation).

Your contacts

21. Please provide a main contact for your application.

They must be someone who works or volunteers for your organisation.

Help note: check that this is their home address NOT the address of your organisation

Title		
Forenames		
Surname		
Date of birth		
Job title or position		

Home address	
	Postcode

Daytime phone	
Evening phone	
Mobile number	
Email	

The email address should be one they use in your organisation.

If they have lived at the above address for less than three years please give their previous address.

Address	
	Postcode

Please tell us if your main contact has any communication needs.

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22. Please provide a senior contact for your application.

This needs to be a different person from your main contact and they must be over 18 years old. This person is responsible for ensuring that this application is supported by the organisation applying, the funded work is delivered and that the organisation keeps us updated on progress.

Title		
Forenames		
Surname		
Date of birth		

What is their job title or position?

The senior contact must hold one of the following positions. Tick just one box:

Company	☐ director or	☐ company secretary
All other types of organisations	☐ chair or	☐ vice chair or ☐ treasurer

Help note: check that this is their home address NOT the address of your organisation

Home address		
	Postcode	

Daytime phone	
Evening phone	
Mobile number	
Email	

If they have lived at the above address for less than three years please give their previous address.

Address		
	Postcode	

Please tell us if your senior contact has any communication needs.

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Data protection

The National Lottery Community Fund is a public body with a duty to distribute National Lottery and other money in grants for good causes. We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. We may also carry out checks on the individuals as described below. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately.

We may share your personal data with organisations which help us with our grant making activities or others which have a legitimate interest in our work or have funded your grant. We will only share personal data which they need to carry out their work and subject to appropriate safety measures.

We may keep in contact with you throughout the life of your grant and send you advice about your grant by email. This will contain useful information on a range of things including how to publicise your grant, information on other funding available and project ideas and tips from other grant holders.

Our Data Protection and Privacy Notice gives more information about how we store and use personal data and the lawful basis for this. Please read the full Notice which is published on our website at <https://www.tnlcommunityfund.org.uk/about/customer-service/data-protection> or contact us to request a hard copy. The Notice may be updated from time to time.

Freedom of information

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 and contractors. Please read our full policy published on our <https://www.tnlcommunityfund.org.uk/about/customer-service/freedom-of-information>. This policy may be updated from time to time.

If you think that there is information in your application that may be exempt from release if requested, then you should let us know when you apply. We will not usually release information about your project whilst it is being assessed. Otherwise we will use our judgement as to whether any exemptions may apply, which we may seek your opinion on. Personal information would be withheld subject to the requirements of data protection laws.

Our approach to fraud

We know the vast majority of the many thousands who seek and use our funding are genuine. However, we sometimes receive fraudulent applications and so we have a duty to carry out checks on individuals at organisations which apply for grants.

The personal information we have collected from you will therefore be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment.

Further details of how your information will be used by us and these fraud prevention agencies, your data protection rights and how to contact us, can be found in our full Data Protection and Privacy Notice which is published on our website <https://www.tnlcommunityfund.org.uk/about/customer-service/data-protection>. Contact us to request a hard copy.

Final steps before you send your application

By submitting this application you are confirming that:

- if your activity will involve working with children, young people or vulnerable adults you have the relevant policies and processes in place
- the senior contact and the board or committee that runs the organisation have authorised this application
- you agree we may use the information you have provided for the purposes described under our Data Protection and Sharing Policy which you can find at <https://www.tnlcommunityfund.org.uk/about/customer-service/data-protection>
- 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 which you can find at <https://www.tnlcommunityfund.org.uk/about/customer-service/freedom-of-information>

If you are unable to view the information on Data Protection and Freedom of Information and need a copy of our policies please contact us at **0300 123 7110**

Please check you have answered all questions as we can't start assessing your application until it's fully complete.

Once you're sure your application is complete

Email CLmedium@tnlcommunityfund.org.uk putting the name of your organisation into the email subject line.

Please send us the following documents only:

- completed application form
- your organisation's governing document
- breakdown of your budget (spreadsheet or any other format)
- a copy of your most recent accounts or projection (unless you have already sent them to us in the past 12 months)

Please don't send any other information at this stage.

If you have any questions about Community Led funding or any part of the application form please contact us advicescotland@tnlcommunityfund.org.uk or 0300 123 7110

If you have hearing loss and/or a speech impairment, please access our Text Relay service on 18001 plus 034 54 10 20 30

Funding Officer use only

GMS Enquiry no:

Date issued: