Cost-of-living support fund

October 2022 - Scotland

Please speak to us before completing an application form. We will only be accepting applications for funding to address the immediate impact of the rising cost-of-living for only a short time between October 2022 and early 2023. Later in 2023 we will launch new programmes inviting project ideas that will address wider issues and take a longer-term approach.

You can contact us by email at advicescotland@tnlcommunityfund.org.uk or by phone on **0300 123 7110**

If you have hearing loss and/or a speech impairment, please access our Text Relay service on **18001** plus **0300 123 7110**

Guidance on 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.

You can find examples of how organisations have demonstrated the three approaches in their work on our website

Guidance on applying

What's it about?

We've all experienced the impact of rising cost-of-living but some individuals, families and communities have been disproportionately affected. We want to enable organisations to respond, especially those working with the most vulnerable. We want to support activity that provides dignified support to those most affected to deal with the immediate impacts of higher costs for food, energy, and transport, and helps people and communities to build resilience for the future.

If you already have a grant over £10,000 from us we may be able to increase your existing grant to meet increased project costs without completing a new application form. Please discuss this option with your funding officer.

We will fund activity that will achieve these three outcomes:

- People have more resilience and are more able to identify ways to deal with the impact of increased cost-of-living in their lives
- People are able to shape activity in their community to address the increased cost-of-living
- People have more access to support and services that will help them to deal with the increased cost-of-living

What types of activity can be funded?

Funding is available for activity that:

- Supports individuals, families and/or communities currently experiencing hardship as a result of cost-of-living increases
- Increases access to services and support for people facing financial hardship

We welcome activity that takes, or includes, a preventative approach to these issues.

Who can apply?

Most organisations are eligible to apply but we're particularly keen to see applications from smaller voluntary and community organisations. Existing National Lottery Community Fund grantholders can apply but you can usually only have one Cost-of-living support fund grant at a time.

How much can you ask for?

You can request funding of between £10,001 and £75,000

What can you apply for?

You can apply for funding for up to 12 months to improve or adapt existing services, or to develop new activity.

Although we welcome applications with match funding, we can fund up to 100 per cent of the costs of activity including staff, training, volunteer expenses, equipment, premises costs, evaluation and overheads.

We won't fund mainstream employability support, such as job search/access, or payments directly to people for household expenses. 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.

How will we assess your application?

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 the outcomes for this funding, we'll look at:

- How your activity demonstrates people-led, strengths-based and connected approaches
- How relevant it is for the participants and your community

Sample form for information only – contact us on 0300 123 7110 or email advicescotland@tnlcommunityfund.org.uk to start an application
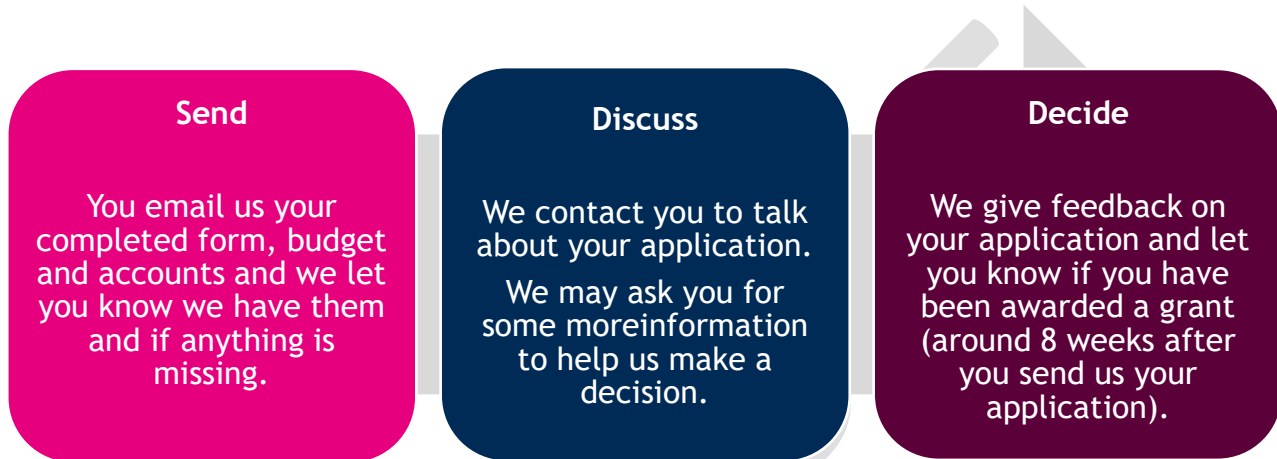
- The capacity of your organisation to deliver it

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@tnlcommunityfund.org.uk or **0300 123 7110** to talk about your ideas or if you have any questions about completing your application form.

Please submit your application 8 weeks before your planned start date.

Send	Discuss	Decide
You email us your completed form, budget and accounts and we let you know we have them and if anything is missing.	We contact you to talk about your application. We may ask you for some moreinformation to help us make a decision.	We give feedback on your application and let you know if you have been awarded a grant (around 8 weeks after you send us your application).

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 you provide is incorrect it may delay assessment of 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 do 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 300 and 600 words

> Briefly explain what you will do with a grant. You'll be able to tell us more when you speak to us during assessment, so focus on the important details.
>
> You can explain why you have decided to do this in question 6.
>
> You can tell us about your organisation in question 13.

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

This should be for the life of this project/funding.

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 know this activity is the right thing for the people taking part. Tell us about discussions you've had with potential participants and any other information you've gathered to find out if this is the best thing to do. This could include research you've undertaken and learning from previous work you've done in this area.

Your answer should be between 300 and 500 words

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

- Have you identified a gap?
- Have people told you this is something that they want in their area?
- Has previous experience shown you that this type of activity is successful?
- Explain how previous work that you and/or others have undertaken informed what you want to do and how you'll deliver it

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, complete one row and put 100 per cent. If the people are in more than one area, use more rows and estimate a percentage for each one.

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

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 after 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.

Start date		This is just an estimate and can be changed later
Finish date		

The three approaches

People-led

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

Tell us how people participating will be involved in shaping and delivering your activity where appropriate.

Your answer should be between 300 and 500 words

We want to fund approaches that empower people and give them agency to make their own decisions. Even if you haven't been able to involve people extensively in planning before you applied, explain how people who benefit from your project will be able to influence how it develops and contribute to what happens next.

Strengths-based

10. **How will you build on the strengths of the people participating in your activity?**

Tell us how you will identify and build on the skills, experience, and interests of people to help them become more resilient and take control over their lives.

Your answer should be between 300 and 500 words

We want to fund approaches that will help people develop personal resilience and identify the strengths and skills, or resources in the community and their own lives, that will help them move on from a point of crisis. Explain how you will support people to identify strengths and resources and take their next steps.

Connected

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

Tell us about your existing connections and how you'll develop relationships that will improve the overall provision, support and opportunities for the people participating in your activity.

Your answer should be between 300 and 500 words

We want to see projects taking a co-ordinated and complementary approach responding to the cost-of-living pressures being experienced in communities across Scotland. Explain how you will work with others to make efficient use of resources and to support your community.

Delivering your activity

12. Where will your activity take place?

This helps us understand where Lottery money is making a difference. If your activity will take place in more than one location, select the main one. If you haven't identified exactly where it will take place yet, please enter your organisation's address.

Building name (or number) and street	Postcode

13. 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

14. 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

Information on how to calculate your overheads can also be found on our website

Funding Breakdown	Total
Amount from the TNL Community Fund	
Other funding	
Total costs	

> The maximum grant is £75,000 but we expect most awards will be smaller than this. Ask for what you need and show us how you have calculated this as clearly as you can.

Your current finances

15. Please provide figures from your latest approved 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 you'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.

All organisations should complete this section.

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. All organisations except local authorities should send us this information.

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.

Address	
Postcode	

Phone number one	
Phone number two or text phone	
Website	
Social media page(s)	

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	☐
Company or mutual society	☐
Public sector	☐
Other	☐

Give any reference or registration numbers you have:

Office of the Scottish Charity Regulator or Charity Commission	
Companies House	
Health Authority number	
Other reference or registration numbers	

19. Is your organisation independent, or a branch or department of a larger organisation?

☐   Independent

☐   Branch or department

If it is a branch or department, tell us the name of the larger organisation

[ ]

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

[ ]

21. Keeping children, young people and vulnerable adults safe

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

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 <u>not</u> 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 on our website.

Your contacts

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)**.**

22. Please provide a main contact for your application.

They must be someone who works or volunteers for 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.

23. 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 activity 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 <u>must</u> hold one of the following positions. Tick just one box:

Company	☐ director or ☐ company secretary
Local authority or health body	☐ chief executive or ☐ director
All other types of organisations	☐ chair or ☐ vice chair or ☐ treasurer

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.

Who is your activity aimed at?

This section helps us understand who will be participating in your activity. There are no "correct" answers to these questions and we don't use this information to assess your application.

- 1. Is your activity targeted at a specific group of people?   ☐ Yes   ☐ No

  If yes, please provide further details below about who your activity is targeted at
  If no, you don't need to complete the rest of this section

2. Will your activity be targeted at people with a disability?   ☐ Yes   ☐ No

3. Will your activity be targeted at people identifying as Lesbian or Gay or Bisexual?

☐ Yes   ☐ No

4. If your activity is targeted at people from a particular ethnic background? Please tell us which:

White
- ☐ Scottish/English/Welsh/Northern Irish/UK
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other white background

Asian, Asian UK
- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background

Black/African/ Caribbean/ Black UK
- ☐ Caribbean
- ☐ African
- ☐ Any other Black/African/Caribbean background
- ☐ **Mixed/Multiple ethnic background** (people whose parents are of a different ethnic background to each other)

Other ethnic group
- ☐ Arab
- ☐ Any other

5. If your activity targets people of a particular gender please indicate which:

☐ Male   ☐ Female

6. Will your activity target people identifying with a gender differing to that assigned at birth?

☐ Yes   ☐ No

7. If your activity targets people from a particular age group please indicate which of the following:

☐ 0-5 years   ☐ 13-25 years   ☐ 65+ years
☐ 6-12 years   ☐ 26-64 years

8. If your activity targets people of a particular religion or belief please indicate which:

☐ Buddhist   ☐ Hindu   ☐ Muslim   ☐ Sikh
☐ Christian   ☐ Jewish   ☐ No religion   ☐ Other

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 Data Protection and privacy Notice which is published on our website 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 freedom of information policy published on our website. 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. Contact us to request a hard copy.

Final steps before you send your application

By submitting this application you confirm 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 on our website

Sample form for information only – contact us on 0300 123 7110 or email advicescotland@tnlcommunityfund.org.uk to start an application

- 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 is on our website](#).

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

Please send us the following documents only:

- completed application form
- a breakdown of your budget (spreadsheet or any other format)
- a copy of your latest annual accounts (or 12 month projection) unless you have sent them to us in the last 12 months or you are a local authority

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

If you have any questions about Improving Lives 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 **0300 123 7110**