



Wales

People and Places

Guidance



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Deadline for application

There is no closing date for People and Places. Applications can be made at any time. Please refer to the application process on pages nine and ten to see how long the application process is likely to take.

About The National Lottery Community Fund Fund

We support people and communities to thrive.

We believe that the following three approaches are vital to help us achieve our mission and address inequality in Wales. We want all activity we fund to embrace these.



- **People-led** – we’re looking for meaningful involvement of the people you’re working with in the development, design and delivery of your activity.
- **Strengths-based** – we want to encourage organisations to make the most of, and build on, the skills and experiences of people and strengths within communities.
- **Connected** – we want to know that you have a good understanding of what others are doing locally, that what you’re doing complements and adds to this, and that you have working relationships with other relevant groups.

Further guidance on the three approaches is available here:

tnlcommunityfund.org.uk/ppapproaches

Accessibility

Please contact us to discuss any particular communication needs you may have. Contact information is at the end of this guidance.

Our equality principles

Our equality principles include: Promoting accessibility, valuing cultural diversity, promoting participation, promoting equality of opportunity, promoting inclusive communities, and reducing disadvantage and exclusion. Please visit our website for more information: tnlcommunityfund.org.uk/equalities

This guidance and application forms are also available in Welsh.

- If applying for a medium grant (from £10,001 to £100,000), please visit: tnlcommunityfund.org.uk/pawbailecanolig
- If applying for a large grant (from £100,001 to £500,000), please visit: tnlcommunityfund.org.uk/pawbailemawr

We care about the environment

The National Lottery Community Fund seeks to minimise its negative environmental impact and only uses sustainable resources.

2. Who can apply?

You can apply if you are a voluntary or community group such as a charity, co-operative, social enterprise or community interest company, a not-for-profit company limited by guarantee, or a statutory organisation such as a local authority or school. Partnerships are also welcome to apply as long as the lead applicant is a voluntary or community organisation, or a social enterprise (VCSE). Your organisation must have a management committee with at least three unrelated members aged 18 years or over. We cannot fund individuals or sole traders, profit making groups or those not established in the UK.

You can apply if your organisation is a:

-  Voluntary or community organisation
-  Registered charities
-  Constituted groups or clubs
-  Community interest company (CIC)
-  Social enterprises
-  School
-  Statutory body (including town, parish or community council)

We cannot accept applications from:

-  Individuals
-  Sole traders
-  Organisations that are aimed at generating profits primarily for private distribution
-  Organisations based outside the UK
-  Applications made by one organisation on behalf of another

These organisation categories are for guidance only. If you're unclear whether you can be funded, please contact us.

3. What's it all about?

The People and Places programme has around £15 million to award each year to projects taking place in Wales. The aim of the programme is:

- Working together, people and communities will use their strengths to make positive impacts on the things that matter to them the most.

It is important to us that you have involved your community in the design, development, and running of your project, fitting with our People in the Lead approach.

4. What can you use the grant for?

You can apply for between £10,001 and £500,000 for projects that run for one to five years.

We can fund some or all of your costs including staff salaries, training, volunteer expenses, management costs, equipment, premises costs, monitoring and evaluation, and overheads.

We can fund capital work, such as a new building, refurbishment, the purchase of land or buildings and vehicles, as part of a wider project. If your project involves land or buildings, you can also apply for a grant of up to £50,000 to help you develop your capital plans and meet our requirements (we call this a Capital Development Grant).

Please contact us to discuss your project idea if you are thinking of applying for a Capital Development Grant or your project involves land or buildings.

There are some things that we can't pay for, for example, costs for items or activities you have already incurred before you get a decision from us, activities outside the UK, and fundraising activities. Check with us if you are unsure.

YES



Training costs



Volunteer expenses



Staff costs



Capital projects



Transport



One-off events



Utilities /
running costs

NO



Alcohol



Profit making/
fundraising activities



Recoverable
VAT



Statutory activities



Contingency costs, loans,
endowments or interest



Political or
religious activities



Paying someone else to write
your application

5. How will we assess your application?

We will use our judgement to assess your application against the three approaches, the programme aim, and the following criteria:

- Your community has been involved in the planning of the project and has influenced it's design and will continue to help shape its delivery.
- Your project will build on the strengths already present in your community and fill a gap or complement other services and activities.
- Your project will make a positive difference in your community.
- Your organisation is best placed to deliver and achieve the planned outcomes and has the appropriate links within your local community.

6. People and Places has two strands:

Medium grants: £10,001 to £100,000

This is a one-stage application process. We aim to let you know our decision within three months of receiving your completed application form. **Please contact us to discuss your project idea and we will send you an application form to complete.**

We will use the information that you give us in your application form to make a decision about whether or not to offer you funding for your project. When we assess your application, we will use any local knowledge we have about your area of work and will take into account other similar provision. This will help us to understand how your project will benefit and fill a gap within your community. We may contact you during the assessment process to clarify issues and ask for further information. If your application is not successful, we will tell you why.

Large grants: £100,001 to £500,000

This is a two stage process. The Stage one application form is available from our website: tnlcommunityfund.org.uk/peopleandplaceslarge

Stage one

Stage one lets you offer us an overview of your project and the difference it will make. We will use the information that you give us in your Stage one application form to make a decision about whether or not we invite you to Stage two. When we assess your application, we will use any local knowledge we have about your area of work and will take into account other similar provision. This will help us to understand how your project will benefit and fill a gap within your community. We aim to inform you of a decision within six weeks of receiving your completed Stage one application. If your application is not successful, we will tell you why.

Competition for People and Places funding is high. As demand for our funding is always far greater than the funding available, we have to choose between many good applications. Each month, on average, we receive twice as many applications than we can fund. Therefore, we can only invite the strongest applications to Stage two.

Stage two

If you are successful at Stage one, we will ask you to complete a Stage two application form, or a project plan if you prefer, asking for more detailed information. We will offer feedback from our Stage one decision to help you address or clarify certain areas, as well as tips on completing your Stage two application. We may contact you during the Stage two assessment process to clarify issues and ask for further information.

We ask you to send us your completed Stage two application within four months of our Stage one decision and aim to let you know our final decision within four months of receiving your completed Stage two application. If your application is not successful, we will tell you why.

More information

After we have invited your project to Stage two, you shouldn't make significant changes to your plans such as the overall aim of your project, changes to the target beneficiary group, the area you'll be targeting or large changes to your budget. If you are planning to make changes as you develop your Stage two application, you should contact us to discuss these changes before you submit the Stage two application.

Our funding cannot be used to cover costs for services or activities that form part of the government's statutory responsibility, although our funding can be used to complement or enhance such services.

We can consider applications to fund projects that have been previously funded from other sources, including The National Lottery Community Fund programmes. However, we need to see that the next stage of these projects has been developed taking on board any learning, changes to the sector you're working in and that you can evidence that the approach has been successful. **If you're thinking about asking us to fund an existing project, please contact us so we can discuss your idea.**

We are unlikely to fund an organisation's core work, although you can include a contribution to the organisation's overheads in the application. Please visit our website for more information: tnlcommunityfund.org.uk.org.uk/full-cost-recovery

7. I'm interested. How do I get started?

Please make sure you read these guidance notes carefully. If your project involves land and buildings, you will also need to read our Guidance for land and building projects before completing an application form. You will also find further useful information on our website.

Please contact us before you apply if:

- You are applying for a medium grant up to £100,000.
- Your project involves land and buildings.
- You are applying for a Capital Development Grant.
- Your project is a continuation of an existing activity.

We can give you additional advice and support before you submit your application and we will tell you more about the information we need from you.

When you contact us, these are the type of questions we'll ask. It will be useful for you to have as much of this information to hand as possible. If you're emailing us for advice about your project idea, please provide as much of this information in your email as possible so that we can respond with appropriate feedback.

- What type of organisation are you? Third sector, social enterprise, statutory body etc.
- How much funding are you looking for and over how many years?
- What your project idea is and where it will take place.
- How was the idea developed and who have you engaged/consulted with?
- How the project meets the programme aim mentioned on page four and the criteria mentioned on page six.
- Whether the project is new or a continuation of a previously funded project (either through The National Lottery Community Fund programmes or other sources)?
- If your project involves land and buildings, we'll ask you about ownership of the land/building and the options considered to show that your idea is the best value for money to deliver the impacts of the project.

Contact our Advice Team by email at wales@tnlcommunityfund.org.uk or by phone on **0300 123 0735** or by text relay on **18001** plus **0300 123 0735**.

When we receive your application, we will check that you have sent everything we asked for. If not, we will contact you and give you five working days from the date of the letter to send us any missing information. **If you cannot meet this deadline, please contact us immediately.**

On receipt of your completed submission it will be allocated to a Funding Officer to assess.

8. The application process

People and Places – Medium Grants

(Between £10,001 and £100,000)

Pre-application

Call or email us to discuss your project idea



If your project is not eligible or is not a good match for People and Places, we'll provide feedback

If your project is a good match for People and Places, we'll send you your application materials to complete



Application

You have up to **4 months** to complete and submit your application form



We will assess your application within **3 months**



Grant not awarded: We will provide feedback on our decision

Grant awarded: Start your project within six months of award

People and Places – Large Grants

(Between £100,001 and £500,000)

Pre-application

