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**Contents**

**Part one: Programme overview**

About the programme 3

Important information to consider before you start 3

What happens when we receive your application? 4

**Part two: About your project** 5  
  
**Part three: Who will benefit from your project?** 10  
  
**Part four: Your organisation and contact details** 12  
  
**Part five: Data protection and Freedom of Information Act** 18

**Part one: Programme overview**

About the programme

Our People and Communities programme will support projects that clearly meet the following **two programme outcomes:**

* People make changes that improve their lives; and
* Communities build on their strengths and share learning.

We also expect all projects that we fund to embrace the **three key themes** of**:**

**People-led** – this means the people you’ll be working with will be meaningfully involved in the development, design and delivery of your project.

**Strengths-based** –we’d like to support people and communities to build on the knowledge, skills and experience they already have to make the changes they want.

**Connected** – we want to know that you have a good understanding of other activities and services in your community, and show how your project will complement these.

Important information to consider before you start your application

1. **Before you start to fill in the form**

* You have already had a conversation with us about your proposed project.
* Look again at the People and Communities page on our website, and review the People and Communities guidance. We advise that you pay particular attention to the outcomes and key themes that we expect all applications to the programme to embrace.
* If there is anything you are not sure about, give us a call.

**b) Completing the form**

* This is your opportunity to tell us about your project in your own words aswe want to hear directly from you. If you want you can use bullet points in your answers.
* Please ensure you have answered every question and read your application   
  before you send it to us. Email your form to [applications.ni@tnlcommunityfund.org.uk](mailto:applications.ni@tnlcommunityfund.org.uk) putting the name of your organisation into the email subject line.
* We prefer to receive application forms by email, however if you don’t have   
  access to email please post your application to: People and Communities,   
  Big Lottery Fund, 1 Cromac Quay, Cromac Wood, Belfast, BT7 2JD.

**c) Deadline for applications**

The programme will be open for applications until 2021 and you can apply at any   
time. We will assess applications as they are submitted. However, we plan to review   
the programme at different stages based on what we learn and may make some changes. Check our programme page at [www.tnlcommunityfund.org.uk/peopleandcommunities](http://www.tnlcommunityfund.org.uk/peopleandcommunities)   
for further details.

**d) Help with your application**

If you have any questions about People and Communities or completing this application   
form, or if you need it in a different format (for example large print), please contact us by email at [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk) or by phone on **0300 123 33 31**.

The [Applying for funding](https://www.tncommunityfund.org.uk/funding/funding-guidance/applying-for-funding) section of our website also has further information, advice and tips to help you complete your application and provides information on other sources of support. This includes information about:

Checks we’ll carry out on your information  
<https://www.tnlcommunity.org.uk/funding/funding-guidance/applying-for-funding/information-checks>

Equality issues  
<https://www.tnlcommunity.org.uk/about-big/our-approach/equalities/learn-about-equality>

Your budget  
[http://www.tnlcommunity.org.uk/funding/funding-guidance/applying-for-funding/  
full-cost-recovery](http://www.tnlcommunity.org.uk/funding/funding-guidance/applying-for-funding/)

What happens when we receive your application?

Applications to this programme will be publicised on our webpage to show others what projects we are considering and what grants have been awarded. This will be in the form of a short project description.

1. **Application form received**We will let you know when we receive it and who in our team it has been assigned to.
2. **Assessing your project**We will contact you to arrange a face to face meeting and may ask you for additional information before we visit.
3. **Face-to-face visits**We will discuss your project and explore how it meets the programme outcomes and three key themes. We will also ask how your project will be delivered and the difference the project will make.
4. **Assessment report**Once the visit is complete, and assessment report will be written up which will consider how your project meets the programme outcomes and three key themes; if the delivery and cost of the project is appropriate and realistic; and if your organisation has the skills, experience and resources to deliver the project.
5. **Decisions**Assessment reports will be moderated by our team and we may contact you for additional information or give you feedback if we think you project needs more work.

**Applications will usually get a decision within four months. If you are unsuccessful, we will let you know why.**

Part two: About your project

**2.1 What would you like to call your project?**

Give your project a short title, something we can use when we promote your project.

Write up to 70 characters (including spaces).

|  |
| --- |
|  |

**2.2 Project Summary**

Please write a short summary of your project. This will be used on our webpage to show others what projects we are considering and what grants we have awarded. Below is an example of a short project summary.  
The project will work with older people in west Belfast to turn a neglected area into a community garden. The older people will be supported to learn new skills, plan the project and become more connected to the wider community. They will use the garden to grow fruit and vegetables to sell, with the profits going back into the social enterprise that will also be developed. The project will provide equipment, training, workshops and peer support. Partners involved in delivering the project include XXXXX.

You can write up to 100 words (about 600 characters)

|  |
| --- |
|  |

**2.3 Tell us what your project will do, who will benefit from it, and why it’s needed.**

You can write up to 1000 words (about 6000 characters)

|  |
| --- |
|  |

**2.4 When developing your project tell us how you have considered the   
three key themes of:**

**People-led** – this means the people you’ll be working with will be meaningfully involved in the development, design and delivery of your project.

**Strengths-based** –we want to support people and communities to build on the knowledge, skills and experience they already have to make the changes they want.

**Connected –** we want to know that you have a good understanding of other activities and services in your community and can show how your project will complement these.

You can write up to 1500 words (about 9000 characters)

|  |
| --- |
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**2.5 How will you deliver your project?**

Describe the main activities you will deliver to make the project happen. These activities should demonstrate the change you want to make and achieve the **two programme outcomes** of**:**

* people make changes that improve their lives; and
* communities build on their strengths and share learning

You can add up to 10 activities. Add **All years** if an activity will happen throughout your project.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Project year** | **Which programme outcome does this activity link to?** |
|  |  |  |
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**2.6 How much funding do you want from us?**We need to know the main budget headings for what the funding will pay for.   
During assessment we may need to ask you for a more detailed budget.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total cost (£)** | **Amount from us (£)** | **How many years is this funding for?** |
| **Capital**  **Eg. IT equipment** |  |  |  |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Revenue**  **Eg. Salaries** |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **TOTAL** |  |  |  |

If there is other funding required, tell us where this is coming from in the box   
below.

|  |
| --- |
|  |

**2.7 When would you like to start and finish your project?**

It will usually take us up to four months to make a decision on your application from when we receive it.  
Your start date must be **at least** four months after you send us your application.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Start date** | Day |  | Month |  | Year |  |
| **End date** | Day |  | Month |  | Year |  |

**2.8 Where will your project take place?**   
This helps us understand where our money is making a difference.

Give the location of the places where your project will happen.

* If your project will take place at (or be run from) a single location, for example a community centre, enter its postcode, put 100 per cent and select it as the main location.
* If your project will take place at (or be run from) a number of locations, for example different community venues, estimate a percentage for each one, then select one main location for your project. The total percentage for all rows must add up to 100 per cent.
* If you have not identified exactly where the project will be delivered yet, please enter the project’s correspondence address.
* If the location doesn’t have a postcode, use one for a nearby building.

You can enter up to 10 locations in the table. If there are more than this select the top 10.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building name (or number) and street** | **Postcode** | **% per location** | **Main location** |
|  |  |  |  |
|  |  |  |  |
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**2.9 Where are the people or organisations who will benefit from your project based?**

Give the local council areas where the people or organisations who will benefit live or are based.

* If the people or organisations are in one area only, complete one row and put 100 per cent.
* If the people or organisations are in more than one area, estimate a percentage for each one. The total percentage for all rows must add up to 100 per cent.
* If your project is Northern Ireland wide you can state Northern Ireland wide and put 100 per cent.

You can enter up to 10 areas in the table. If there are more than this select the top 10.

|  |  |
| --- | --- |
| **Local council name** | **% per area** |
|  |  |
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**Part three: Who will benefit from your project?**

Your answers help us understand who benefits from our funding but we don’t use them to decide if we will fund your project. For more information on how we’ll ask you to report on who benefits from your project if you are successful, visit [www.tnlcommunity.org.uk/funding/funding-guidance/managing-your-funding/about-equalities](http://www.tnlcommunity.org.uk/funding/funding-guidance/managing-your-funding/about-equalities)

**3.1 Will your project mostly benefit people from a particular ethnic background?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If yes, which ethnic background? You can select up to three.

**White**

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

**Mixed / Multiple ethnic groups**

Mixed ethnic background (this refers to people whose parents are of a different ethnic background to each other).

**Asian / Asian UK**

|  |  |
| --- | --- |
| Indian | Chinese |
| Pakistani | Any other Asian background |
| Bangladeshi |  |

**Black / African / Caribbean / Black UK**

African

Caribbean

Any other Black/African/Caribbean background

**Other ethnic group**

Arab

Any other

**3.2 Will your project mostly benefit people of a particular gender?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If yes, which gender?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male |  | Female |

**3.3 Will your project mostly benefit people from a particular age group?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If yes, which age group? You can select up to two.

0 – 24 years

25 – 64 years

65 + years

**3.4 Will your project mostly benefit disabled people?**

We use the definition from the Equality Act 2010, which defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activity.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**3.5 Will your project mostly benefit people of a particular religion or belief?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If yes, which religion or belief? You can select one.

|  |  |
| --- | --- |
| No religion | Jewish |
| Christian | Muslim |
| Buddhist | Sikh |
| Hindu | Other |

**3.6 Will your project mostly benefit lesbians, gay men or bisexual people?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**3.7 Which community do the people who will benefit from your project belong to?**

|  |  |
| --- | --- |
| Both Catholic and Protestant | Mainly Protestant (more than 60 per cent) |
| Mainly Catholic (more than 60 per cent) | Neither Catholic nor Protestant |

**3.8 Will your project mostly benefit people with caring responsibilities?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**Part four: Your organisation and contact details**

All organisations must complete section A.

Section A

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

|  |
| --- |
|  |

**4.2. What is your organisation’s current financial position?**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Information from the latest accounts approved by your organisation. |  | 12 month projection 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. | | | | | | |  |
| Account year ending | | | Day |  | Month | |  | Year |  |
| 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 | | | | | |  | | | |

**4.3. Your contacts**

We need the date of birth and home address for all of your contacts. This includes a previous address if they’ve not lived at their current address for three years.

We use this to carry out some basic identity checks as part of our standard fraud prevention process, so please check that the information provided is correct. 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 won’t be affected. You can find out more in our Guide to risk analysis, available at [www.tnlcommunity.org.uk/informationchecks](http://www.tnlcommunity.org.uk/informationchecks) and in the Data Protection policy at the end of this form.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **a) Main contact**  Who to contact if we have questions about your application. They must be someone who runs or works for your organisation. | | | | | | | | | |
| **Title** | | | | **Mr** | **Mrs** | | **Ms** | | **Miss** |
| **Forenames** | | | |  | | | | | |
| **Surname** | | | |  | | | | | |
| **Date of birth** | | | | **Day** | | **Month** | | **Year** | |
| **Job title or position** | |  | | | | | | | |
| **Main contact home address and full postcode** | | | | | | | | | |
|  | | | | | | | | | |
| **Have they lived at this address for the last three years?** | | | | | | | | | |
|  | **Yes** |  | **No - you must give previous home address** | | | | | | |
| **Main contact previous home address and full postcode** | | | | | | | | | |
|  | | | | | | | | | |
| **Communicating with you** | | | | | | | | | |
| **Daytime telephone** | | | |  | | | | | |
| **Evening telephone** | | | |  | | | | | |
| **Mobile telephone** | | | |  | | | | | |
| **Email** | | | |  | | | | | |
| **If you have any particular communication needs, tell us what they are** | | | |  | | | | | |
| **What address should we use for any correspondence?**  **Write ‘organisation’ if this is the same as the organisation’s registered address.** | | | | | | | | | |
|  | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **b) Legally Responsible Contact**  This cannot be the same person as the main contact.  The legally responsible contact must be over 18 years old and is responsible for ensuring that this application is supported by the organisation applying and any funded project is delivered as set out in the application form. | | | | | | | | | | | |
| **Title** | | | | | **Mr** | | **Mrs** | | **Ms** | | **Miss** |
| **Forenames** | | | | |  | | | | | | |
| **Surname** | | | | |  | | | | | | |
| **Date of birth** | | | | | **Day** | | | **Month** | | **Year** | |
| **What is their job title or position?**  The legally responsible 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 | | | | | |
| **Legally Responsible Contact’s home address and full postcode** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Have they lived at this address for the last three years?** | | | | | | | | | | | |
|  | **Yes** |  | **No - you must give previous home address** | | | | | | | | |
| **Legally Responsible Contact’s previous home address and full postcode** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Communicating with you** | | | | | | | | | | | |
| **Daytime telephone** | | | |  | | | | | | | |
| **Evening telephone** | | | |  | | | | | | | |
| **Mobile telephone** | | | |  | | | | | | | |
| **Email** | | | |  | | | | | | | |
| **If you have any particular communication needs, tell us what they are** | | | |  | | | | | | | |
| **What address should we use for any correspondence?**  **Write ‘organisation’ if this is the same as the organisation’s registered address.** | | | | | | | | | | | |
|  | | | | | | | | | | | |

Section B

**You don’t need to complete section B if you have received funding from us in the last two years, and the information requested in the following questions has not changed in that time.**

**4.4 Does your organisation use a different name in your day to day work?** If yes, what other name do you use?

|  |
| --- |
|  |

**4.5 What is the main or registered address for your organisation?**

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

|  |  |
| --- | --- |
|  | |
| **Postcode** |  |

|  |  |
| --- | --- |
| **Phone number one** |  |
| **Phone number two or text phone** |  |

**4.6 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 an email address.

|  |
| --- |
|  |

**4.7 What type of organisation are you?**

Select all options that are relevant to you

|  |  |  |
| --- | --- | --- |
| **Organisation Type** | **Tick as required** | **Reference number** |
| **Unregistered voluntary or community organisation**  My organisation has been set up with a governing document such as a constitution but **is not** a registered charity or company, such as a Scouts group, sports club, community group or residents association |  |  |
| **Registered charity (unincorporated)**  My organisation is a voluntary or community organisation and is a  registered charity, but is not a company registered with Companies House |  |  |
| **Charitable incorporated organisation (CIO)**  My organisation is a registered charity with limited liability, but is not a company registered with Companies House |  |  |
| **Not-for-profit company**  My organisation is a not-for-profit company registered with Companies House, and may also be registered as a charity |  |  |
| Other (please specify) |  |  |

**4.8 When was your organisation set up?**

Give the date when your organisation adopted its current legal status. This should be on your governing document.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** |  | **Month** |  | **Year** |  |

**4.9 What is your VAT status?**

For more information on VAT see [HM Revenue & Customs](http://www.hmrc.gov.uk/vat/index.htm) website.

|  |  |  |  |
| --- | --- | --- | --- |
|  | VAT registered |  | Not VAT registered |
| If you are VAT registered, what is your VAT number?  Your VAT number should be between 9 and 12 numbers long and have no spaces. | | | | |  |

**Part five: Data Protection and Freedom of Information Act**

**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 [www.tnlcommunity.org.uk/data-protection](http://www.tnlcommunity.org.uk/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 website [www.tnlcommunity.org.uk/freedom-of-information](http://www.tnlcommunity.org.uk/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 [www.tnlcommunity.org.uk/data-protection](http://www.tnlcommunity.org.uk/data-protection). Contact us to request a hard copy.