



National Lottery Awards for All

Key information for applicants

For use in Northern Ireland

# Policies and requirements

**Please read this information before you complete your application form.**

It explains policies and requirements that may be relevant to your project and that we would expect you to have in place before you apply.

If your organisation doesn't currently meet these requirements and you think that they're relevant to your project, please give us a call on 028 9055 1455. We may ask to see evidence of these as part of our assessment.

## **Projects working with children, young people or vulnerable adults**

If your project will work with children, young people or vulnerable adults, we expect you to be able to meet the following minimum requirements:

- Have safeguarding policies appropriate to your organisation's work and what you are asking us to fund, which you review at least every year
- Complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records at least every three years and taking up references
- Follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- Provide child protection and health and safety training or guidance for staff and volunteers
- Carry out a risk assessment and secure extra insurance, if appropriate.

The NSPCC provides a range of child safeguarding advice and information services which can be accessed by visiting [www.nspcc.org.uk](http://www.nspcc.org.uk), emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or by calling 0808 800 5000.

## **Work on land or buildings**

If your project will involve refurbishment or construction work on land or a building you must own it or hold a lease that cannot be brought to an end by the landlord for at least five years.

If you need planning permission or building control, then you must have this before you apply to us.

## **Insurance, qualifications or affiliations to a governing body**

Depending on what you want to do, your project may need public liability insurance, qualified leaders or instructors, or you may need to be affiliated to a specific governing body. For example:

- Public liability insurance is required for any public events.
- Your organisation may need to be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors.

## **Applications from branches of larger organisations**

Independent branches of larger organisations can apply directly to us, but they must have their own governing document and be allowed to manage funds and staff without referring to another body.

Dependent branches can also apply directly to us if they:

- Have their own governing document (or have adopted the parent organisation's governing document); and
- Produce their own annual accounts; and

- Have their own bank or building society account in the legal name of their organisation as shown on their governing document and are responsible for this account and how the funds in it are spent.

If we offer a dependent branch a grant, we will ask the parent organisation to accept overall responsibility for it.

For other dependent branches where there is less local control, the parent organisation will need to apply.

If you are unsure, please give us a call.

## **Equalities**

We want the organisations we fund to promote equal opportunities and challenge discrimination. You can find out more about our equalities principles on our website.

## **Checks we carry out on your information**

As an organisation that gives out public funds, we carry out a number of checks on the information you provide us. We have produced two guides to help you understand our checks. If you read these before you apply, we are less likely to identify any issues. You can find this information on our website.

## **Costs we can't pay for**

We won't fund:

- Payment to third parties for their help with writing an application or developing a project
- Staff costs that are already being funded.
- Vocational training
- Activities that are funded through taxes
- Projects better suited to other Lottery funders. For example:
- Projects run by statutory bodies, arts organisations or artists to carry out their work and/or engage people in the arts
- Projects run by statutory bodies or sports clubs that aim to increase participation in sport
- Projects run by statutory bodies or organisations that aim to increase awareness of the natural or built heritage in Northern Ireland.
- Part funding for a major capital project and part funding a large revenue project when other funding is not secured
- Costs that don't represent good value for money or that we think are unreasonable. For example, registration or membership fees for existing clubs, loans, interest payments, general appeals, endowments or activities to raise funds for your organisation.
- Religious or political activities
- Items that only benefit an individual,

- Items or activities you have already paid for before you get a decision
- Trips outside the UK
- Second hand vehicles
- VAT you can recover