Section one

Before you fill in your application

* Save a copy of the form to your own computer.
* Make sure you’ve read the programme guidance (and the capital guidance if your project includes land and buildings). This describes who can apply to People and Places, what we will pay for, and how we will assess your application.
* This form is also available in Welsh. To complete the form in Welsh please visit [tnlcommunityfund.org.uk/pawbailemawr](http://www.tnlcommunityfund.org.uk/pawbailemawr). We welcome application in Welsh or English and are committed to treating applications in either language equally.

Help with your application

If you have any questions about People and Places or completing this application form, or if you need it in a different format (for example large print), please 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.

Our website [tnlcommunityfund.org.uk/wales](http://www.biglotteryfund.org.uk/wales) has further information, advice and tips to help you complete your application. It also provides information on sources of local support that give advice on funding.

Section two

**Your organisation and contact details**

**1. What is the full legal name of your organisation (as shown in your governing document)?**

Please check this – if the full legal name is incorrect, it may delay your application

|  |
| --- |
|       |

**2. Does your organisation use a different name in your day to day work?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No |

If yes, what other name do you use?

|  |
| --- |
|       |

1. **What is the address of 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.

|  |  |
| --- | --- |
| Address |       |
| Postcode |       |
| Phone number one (landline) |       |
| Phone number two or textphone |       |
| Website |       |
| Email address |       |

We will use this email address to keep you up to date with useful information, other funding available, and to share useful information and stories from grant holders.

1. **Does your organisation use social media?**

If so, please let us know the:

|  |  |
| --- | --- |
| Facebook name |       |
| Twitter handle |       |

1. **What type of organisation are you?**

We need to report on how much money we award to each sector. What sector does your organisation fit into?

|  |  |
| --- | --- |
| Public sector | [ ]  |
| Voluntary and community sector | [ ]  |
| Other, please describe |  |

If you are an unincorporated association and not registered with the Charity Commission please send us a copy of your approved and signed governing document (for example your constitution, set of rules or trust deed) with your application form.

**Give any reference or registration numbers you have:**

|  |  |
| --- | --- |
| Charity Commission for England and Wales |       |
| Companies House |       |
| Other reference or registration number |       |
| Please give details: |       |

1. **When was your organisation set up?**

Give the date when your organisation adopted its current legal status. This should be in your governing document. All organisations need to provide this.

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

1. **What is your VAT status?**

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

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | VAT registered  | [ ]  | Not VAT registered |

1. **Is your organisation independent or a branch or department of a larger organisation?**

If you are a branch of, or related to, another organisation, tell us who they are, as they may have some legal responsibility if we make a grant. Please tick the appropriate box below. Please see page 7 of the ‘Before you apply’ guidance notes.

|  |  |
| --- | --- |
| [ ]  | Independent - An independent organisation will have its own governing document, produce its own annual accounts and can manage its own funds and staff. |
| [ ]  | Branch or department - To be able to apply to us a branch must have its own governing document (or will have adopted its parent organisation’s governing document), produce its own annual accounts (which may be included in its parent organisation’s accounts) and have a bank or building society account in the legal name of the branch as shown in its governing document and be responsible for how the funds in it are spent. |
| If you are a branch, what is the name and address of the larger organisation? |
|       |

If you are not sure whether you can apply, please contact us (details on page 2).

1. **What is your organisation’s current financial position (not applicable to public sector organisation)?**

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. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accounting 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 | £ |       |

Your contacts

We need some personal details for **two different people** involved in your application - a **main contact** (the person we will usually deal with on a day to day basis) and a **legally responsible contact**. 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. 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 won’t be affected. You can find out more in our Guide to risk analysis, available at [tnlcommunityfund.org.uk/informationchecks](http://www.biglotteryfund.org.uk/informationchecks).

1. **Please provide a main contact for your application**

They must be someone from your organisation who is familiar with the proposed project. We will contact this person if we have any questions about the application.

|  |  |
| --- | --- |
| Title |       |
| Forenames |       |
| Surname |       |
| Date of birth (dd/mm/yyyy) |    /   /     |
| Job title or position |       |
| Home address |       |
| Postcode |       |
| Daytime phone |       |
| Evening phone |       |
| Mobile number |       |
| Email |       |

The email address should be one used by the main contact on a day to day basis in your organisation. We will use this email address to keep you up to date with useful information, other funding available, and to share useful information and stories from grant holders.

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

|  |  |
| --- | --- |
| Previous address |       |
| Postcode |       |

If your main contact has any communication needs, please give us details.

|  |
| --- |
|       |

Which language would you like us to use whenever we get in touch with your main contact?

|  |  |
| --- | --- |
| [ ]  Welsh | [ ]  English |

Which address should we use for any correspondence? Select one:

|  |  |
| --- | --- |
| [ ]  | Main organisation address |
| [ ]  | Home address |
| [ ]  | Other address |

|  |  |
| --- | --- |
| If other address, what is it? |       |
| Postcode |       |

1. **Legally responsible contact**

This cannot be the same person as the 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, that the funded work is delivered, and that the organisation keeps us updated on progress. If you are a registered charity or a company, the person should be listed by the Charity Commission as a trustee or as a Director/Secretary with Companies House.

|  |  |
| --- | --- |
| Title |       |
| Forenames |       |
| Surname |       |
| Date of birth (dd/mm/yyyy) |     /    /      |

What is their job title or position? The legally responsible contact must hold one of the following positions. Please tick just one box:

|  |  |
| --- | --- |
| **Organisation type** | **Legally responsible**  |
| Company | [ ]  Directoror[ ]  Company secretary |
| School | [ ]  Head teacher |
| Local authority or health body | [ ]  Chief executiveor[ ]  Director |
| Town or parish council | [ ]  Clerk to the council (or office bearer) |
| All other types of organisations | [ ]  Chairor[ ]  Vice chairor[ ]  Treasurer |

|  |  |
| --- | --- |
| Home address |       |
| Postcode |       |
| Daytime phone |       |
| Evening phone |       |
| Mobile number |       |
| Email |       |

We will use this email address to keep you up to date with useful information, other funding available, and to share useful information and stories from grant holders.

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

|  |  |
| --- | --- |
| Previous address |       |
| Postcode |       |

If you’re legally responsible contact has any communication needs, please give us details.

|  |
| --- |
|       |

Which language would you like us to use whenever we get in touch with your legally responsible contact?

|  |  |
| --- | --- |
| [ ]  Welsh | [ ]  English |

1. **Your organisation’s bank account**

All organisations that receive a grant from us must have a bank or building society account in the name of the organisation as shown in your governing documents. Cheques must be signed by at least two people who are not related. You can send us an application without having this but you will need to set up an account before we can pay you a grant. Do you meet with these requirements?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  (This will be in place if we are successful) |

Section three

About your project

1. **What would you like to call your project?**

Give your project a short title, something we can use in publicity if you are successful. Write up to 70 characters (including spaces)

|  |
| --- |
|       |

1. **Tell us about your community?**

Your community may be a place, such as a village, or a group of people with shared interests or experiences:

Please tell us:

* who/what/where is your community?
* what is good about your community. This could include its organisations, buildings, activities or the skills and experience of people.
* about any challenges your community has identified.
* how you already work with your community.

|  |
| --- |
|        |

Suggested word limit: 500 – 750

1. **Describe your project, telling us how you plan to enhance your community.**

Please tell us:

* what you will do, including the activities that will take place
* who will benefit and how, including the number of people
* how your community will be involved in delivering it
* how you will connect with other people and services
* about any staff or volunteers involved in the project

Suggested word limit: 500 – 700

|  |
| --- |
|        |

1. **How do you know this is the best approach to strengthen your community?**

Please tell us:

* how the community came up with the idea for your project
* who you’ve spoken to (other organisations and people) please include details of when this took place, the methods used and how it shows the project is needed
* how it fits with other available and planned activities or services
* about any research and consultation that you have carried out.

For continuation of existing activity, please also tell us how you have shaped your project using:

* any learning
* evidence that your approach has been successful
* any external changes affecting the way you work

Suggested word limit: 500 – 700

|  |
| --- |
|        |

1. **What changes will your project make?**

Please tell us the difference your project will make by listing up to four intended outcomes for your project. Your project outcomes will help you run your project and measure your achievements.

We’ll review your project outcomes to see how they fit with the People and Places programme aim of:

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

What will your project do to make things better for your community, and how? In each outcome, please tell us who, and how many people will benefit from the change and how.

To learn more about outcomes read our funding guidance, which is available at the following link, and has examples of project outcomes: [tnlcommunityfund.org.uk/guidancetrackingprogress](http://www.biglotteryfund.org.uk/guidancetrackingprogress).

Write up to 150 characters in each box (about 30 words).

|  |
| --- |
| 1.       |
| 2.       |
| 3.       |
| 4.       |

1. **Where will your project be delivered?**

Please tell us where you plan to deliver your project activities? Please state the full postcode(s). For example CF10 2DY. If your project will be delivered in multiple areas, please list the full postcode for each location (up to five locations). If your project is a Wales wide project, please use the main delivery office postcode.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building name (or number) and street** | **Postcode** | **Per cent per location** | **Main location** |
|  |  | **0%** | [ ]  |
|  |  | **0%** | [ ]  |
|  |  | **0%** | [ ]  |
|  |  | **0%** | [ ]  |
|  |  | **0%** | [ ]  |

1. **Project start and end dates**

Please estimate your start and end dates. Your project start date should be at least three months after you send us your application.

|  |  |
| --- | --- |
| Start date |  / / |
| End date  |  / / |

1. **How much will your project costs and how much would you like from us?**

Please let us know how much you think your project will cost.

We appreciate that you may not have a definite idea of costs at this time, and that they may change as you develop your project, but please give a basic estimate here.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Total cost (£) | Amount from us (£) | How many years is this funding for? |
| Capital |  |  |  |
| Revenue |  |  |  |
| Total |  |  |  |

If you are not asking us to fund the total cost of the project, please outline your plans for securing the other funding needed.

|  |
| --- |
|       |

Section four

Finishing your application

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 [tnlcommunityfund.org.uk/data-protection](http://www.biglotteryfund.org.uk/data-protection) or contact us to request a hard copy. The Notice may be updated from time to time.

Freedom of Information Act

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

Welsh Language Standards

Under the Welsh Language Measure 2011, all public bodies in Wales and organisations that receive funding from public bodies in Wales, including funding from The National Lottery Community Fund, must meet the requirements of the Measure in providing a bilingual service to the public in Wales. Further information about our Welsh Language Standards is available to download at [tnlcommunityfund.org.uk/managingprojectbilingually](http://www.biglotteryfund.org.uk/managingprojectbilingually).

Check your application is complete

**By submitting this application you confirm that:**

|  |  |
| --- | --- |
| [ ]  | the legally responsible contact named in question 11 and the board or committee that runs the organisation have authorised this application |
| [ ]  | you have met our requirements if your organisation is a branch or department of a larger organisation |
| [ ]  | that your management committee is made up of a minimum of three unrelated people aged over 18 |
| [ ]  | if your activity will involve working with children, young people or vulnerable adults you have the relevant policies and processes in place |
| [ ]  | 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 [tnlcommunityfund.org.uk/data-protection](http://www.biglotteryfund.org.uk/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 [tnlcommunityfund.org.uk/freedom-of-information](http://www.biglotteryfund.org.uk/freedom-of-information) |

**You have enclosed / emailed the following information as part of your application:**

|  |  |
| --- | --- |
| [ ]  | the completed application form |
| [ ]  | a copy of your governing document (if you are an unincorporated association which is not registered with the Charity Commission) |

Submitting your application

Email your completed form to peopleandplaces@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:

The National Lottery Community Fund

10th Floor

Helmont House

Churchill Way

Cardiff

CF10 2DY

Please don’t send us any additional information at this stage, unless we have specifically asked you to do so when we sent you the application form. We may ask you to send any further supporting information you mention when we are assessing your application.

Should you need to send us any additional information by email, sometimes the file size of the attachments prevents you from doing this. If you experience any problems, please contact us (details on page 2).