

For internal use:

Organisation name	
Application ID	
Project name	
Project summary	
Deadline date	

SAMPLE

A copy of your Stage one application form has been provided for you. Please provide details of any changes to your project, organisation or contacts below.

1. Please tell us if there have been any changes to your organisation or contact details

2. How has your project developed since your Stage one application? Please tell us:

- How you have addressed the feedback provided at Stage one.
- What activities have taken place since your Stage one application.
- If any of your plans have changed since Stage one.
- Project start and end dates.

Suggested word limit: 500 - 750

3. Please tell us what you've done to show how your project meets the three approaches outlined in the People and Places programme guidance document.

The three approaches are:

- People-led
- Strengths-based
- Connected

Suggested word limit: 500 - 750

4. 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%	<input type="checkbox"/>
		0%	<input type="checkbox"/>
		0%	<input type="checkbox"/>
		0%	<input type="checkbox"/>
		0%	<input type="checkbox"/>

5. Project beneficiaries

Tell us the main local authority areas where people or organisations, who will benefit from your project live or are based. Also tell us how many people you expect to benefit.

Local authority	Number of beneficiaries

6. What changes will your project make?

Please update us on any changes (outcomes) you expect your project to make for the people who will participate. We suggest you have up to four.

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

1.
2.
3.
4.

7. How will you manage your project?

Explain how you'll manage this including:

- the management structures and financial controls you'll put in place
- the number of staff and volunteers involved in the project
- any project management tools you'll use
- how you'll make decisions and manage risk
- internal and external communication.

Suggested word limit: 500 - 750

8. Staffing for the project. Tell us:

- the job titles of the staff involved in delivering the project
- how many hours the post holder will work on the project and the salary
- whether the posts are new or existing (please note that new posts will need to be openly recruited)

9. Tell us about your organisation and your partners.

We'd like to hear about:

- the background, experience and skills of your organisation and management committee
- who your main partners are and their relevant experience
- their role within the project and their involvement so far
- any development needs of your organisation or your partners

Suggested word limit: 500 - 750

10. How will you measure progress and changes your project will bring about for the people taking part?

Describe the methods you'll use to involve the people participating in your project in this (e.g. baseline and follow up questionnaires, case studies, observation, interviews, evaluation), what information you'll gather and how often you'll gather it. Tell us if any other organisations are helping you with this work.

Suggested word limit: 500 - 750

11. Equal opportunities: How will you ensure the widest possible range of people are involved in your project?

Explain how you plan to let people know about your project and how you will make sure that everyone who could get involved will know about it. We're particularly interested in hearing how you will make sure that people from different backgrounds and those facing particular communication barriers will know about your project, are able to take part and influence it.

To learn more about how to make your project open to as wide a range of people as possible visit tncommunityfund.org.uk/equalities

Suggested word limit: 500 - 700

12. How will you make sure that everyone who could benefit from your project will be able to do so in Welsh or English?

We'll expect you to provide a bilingual service to the public in Wales, so you'll need to show that:

- you promote your project in Welsh and English and produce bilingual versions of all publicity materials, including publications and webpages relating to your project
- all posts paid for by our funding are advertised bilingually and you consider whether the post needs to be filled by a Welsh speaker
- you consider the linguistic nature of the community in which you'll be working.

To learn more about these requirements read our guidance at tnlcommunityfund.org.uk/managingprojectbilingually.

You can include translation costs as part of your project budget.

Suggested word limit: 500 - 700

13. Planning for the end of your project

We want to know what lasting impact your project will have. Tell us how the benefits of your project will be sustained after our funding ends. This could be through obtaining other sources of funding to continue the project or any project activities that could continue without further funding.

Your project could be a task and finish project. This means that activities will be delivered for a specified period of time with a defined end date. If this is the case, tell us how this will be managed, which could be through signposting to other services.

Suggested word limit: 500 - 700

14. How much will your project cost and how much would you like from us?

At Stage one you gave us an estimate of what your project would cost. Please complete the table below to provide a summary of your project costs.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Total costs						
Amount from the Big Lottery Fund						

Please also send us a **detailed breakdown** with this application, using the budget spreadsheet available at tnlcommunityfund.org.uk/ppbudgettool.

Information on how to calculate your overheads can be found on our website tnlcommunityfund.org.uk/full-cost-recovery.

Who will benefit from your project?

There are no model answers to these questions. Your answers help us understand who benefits from our funding but we don't use them to decide if we will fund your project.

15. 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

- Scottish/English/Welsh/Northern Irish/UK Irish
 Gypsy or Irish Traveller 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 Pakistani
 Bangladeshi Chinese
 Any other Asian background

Black / African / Caribbean / Black UK

- Caribbean African
 Any other Black/African/Caribbean background Any other white background

Other ethnic group

- Arab Any other

16. Will your project mostly benefit people of a particular gender?

- Yes No

If yes, which gender?

- Male Female
 Other Prefer not to say

17. Will your project mostly benefit people of 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

18. 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

19. Will your project mostly benefit people of a particular religion or belief?

Yes No

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

Buddhist Christian
 Hindu Jewish
 Muslim Sikh
 Other No religion

20. Will your project mostly benefit lesbians, gay men or bisexual people?

Yes No

21. How many of the people who will benefit from your project speak Welsh?

All More than half
 Less than half None

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 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. 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. 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.

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
- 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

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

- the completed application form
- the completed budget spreadsheet template
- a copy of your most recent audited Annual Accounts - or 12 month projection for new organisations (not applicable to public bodies)

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).