

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/pawbailecanolig. 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 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?

3. 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	<input type="text"/>
Postcode	<input type="text"/>
Phone number one (landline)	<input type="text"/>
Phone number two or textphone	<input type="text"/>
Website	<input type="text"/>
Email address	<input type="text"/>

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.

4. Does your organisation use social media?

If so, please let us know the:

Facebook name

Twitter handle

5. 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:

6. 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

_____ / _____ / _____

7. What is your VAT status?

For more information on VAT see the HM Revenue & Customs website

hmrc.gov.uk/vat.

- VAT registered Not VAT registered

8. 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).

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.

9. 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	<input type="text"/>
Forenames	<input type="text"/>
Surname	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>
Job title or position	<input type="text"/>
Home address	<input type="text"/>
Postcode	<input type="text"/>
Daytime phone	<input type="text"/>
Evening phone	<input type="text"/>
Mobile number	<input type="text"/>
Email	<input type="text"/>

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	<input type="text"/>
Postcode	<input type="text"/>

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

10. Please provide a senior legally responsible contact for your application

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	<input type="checkbox"/> Director or <input type="checkbox"/> Company secretary
School	<input type="checkbox"/> Head teacher
Local authority or health body	<input type="checkbox"/> Chief executive or <input type="checkbox"/> Director
Town or parish council	<input type="checkbox"/> Clerk to the council (or office bearer)
All other types of organisations	<input type="checkbox"/> Chair or <input type="checkbox"/> Vice chair or <input type="checkbox"/> 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

11. 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

12. 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)

13. 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

14. 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

15. 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

16. 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.

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

1.
2.
3.
4.

17. 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"/>

18. 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 / /

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

Tell us how much the project will cost (in whole pounds only, please do not include pence) and what you will spend the grant on.

Please download a budget spreadsheet template and submit it with your application: tnlcommunityfund.org.uk/ppbudgettool.

For help completing your budget and working out your overheads please refer to our guide 'Full cost recovery' which is available on our website: tnlcommunityfund.org.uk/full-cost-recovery.

20. Will your project include building work?

Yes No

If yes, please contact us (details on page 2) to discuss what the building work consists of, and to ensure that you have the relevant documents to complete and submit with your application.

21. Delivering the project. Tell us:

- what experience you have of working with the target community
- how you will manage your project and make decisions
- the background, experience and skills of your organisation and management committee.

Suggested word limit: 500 - 700

22. Staffing for the project. Tell us:

- how many staff will be employed on the project and the job titles
- 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)

23. How will you measure the changes your project will bring about, both in the long and short term?

Describe:

- how you will know if the project is going well
- what information you will gather to monitor your project
- how you will gather it, and how often
- who you will share your learning with

Suggested word limit: 500 - 700

23. Equal opportunities: Tell us how you will make sure that everyone who could benefit from your project can be involved.

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

We also require you to provide a bilingual service to the public in Wales. To learn more about these requirements visit tnlcommunityfund.org.uk/welshlanguage.

Please explain:

- how will people or organisations that you are targeting know the project exists, have access to your project and can use the facilities and services provided
- how you will meet the needs of Welsh, English speakers, and any other individuals who communicate in a different language or have other communication requirements.

Suggested word limit: 500 - 700

Section four

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.

24. 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

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

- Yes No

If yes, which gender?

- Male Female
 Other Prefer not to say

26. 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

27. 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

28. 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

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

Yes No

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

All More than half
 Less than half None

Section five

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)
- 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).