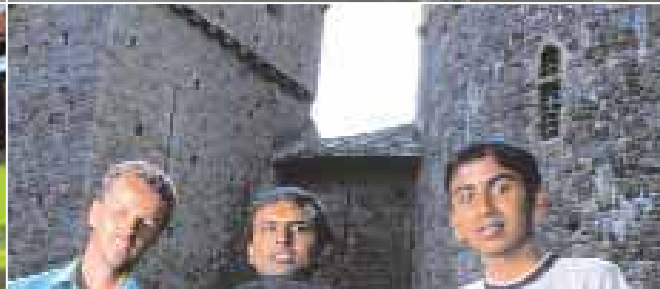


Community Fund Annual Report  
2003/2004



August, 2004

<b>Code</b>	© Big Lottery Fund, 2004
<b>Design</b>	Graphicsi.com
<b>Print</b>	
<b>Copies</b>	Further copies are available by telephoning: 0845 4 10 20 30 quoting the references given above:  Or email us on enquiries@biglotteryfund.org.uk Textphone 0845 0390204 8am to 6pm Monday to Friday.  Also available on request in Braille, on audio-cassette, on disc, in large print, in Welsh and community languages
<b>We care about the environment</b>	The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources
<b>Our equal opportunities commitment</b>	The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grant maker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applications and recipients, stakeholders, job applicants and employees are treated fairly. It is the responsibility of all staff and Board members to uphold and implement our equality policy  Big Lottery Fund is the joint operating name of the New Opportunities Fund and the National Lottery Charities Board (which made grants under the name of the Community Fund)



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**The National Lottery™**

# Community Fund **ANNUAL REPORT**

For the financial year ended 31 March 2004

ANNUAL REPORT PRESENTED IN COMPLIANCE WITH SECTION 34 (3) OF THE NATIONAL LOTTERY etc. ACT 1993 (AS AMENDED BY THE NATIONAL LOTTERY ACT 1998) BY THE SECRETARY OF STATE FOR THE DEPARTMENT FOR CULTURE, MEDIA AND SPORT.

ACCOUNTS PREPARED PURSUANT TO SECTION 43D (4) OF THE NATIONAL LOTTERY ETC. ACT (AS AMENDED BY THE NATIONAL LOTTERY ACT 1998) AND PRESENTED BY THE COMPTROLLER GENERAL AND AUDITOR GENERAL.

ORDERED BY THE HOUSE OF COMMONS TO BE PRINTED ON 28 OCTOBER 2004.

LAIID BEFORE THE SCOTTISH PARLIAMENT BY THE SCOTTISH MINISTERS ON 28 OCTOBER 2004.



# Community Fund

## Annual Report 2003/2004

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## Introduction

### Chair's and Chief Executive's report

Last year's Annual Report looked ahead to the momentous and exciting time which faced the Community Fund as it moved into administrative merger with the New Opportunities Fund ahead of the creation of the Big Lottery Fund.

The Board rose to the challenge of preparing the way for the new arrangements while, at the same time, keeping going the Community Fund's range of grant programmes. It did this with full commitment and enthusiasm knowing how important it was to provide reassurance to the voluntary and community sector about the future. Understandably there were many worries about what would happen but, helped by positive responses from Government to the joint vision for the Big Lottery Fund which both Boards put forward, the full benefits of the new arrangements are being seen.

So, in the ninth and last Annual Report of the Community Fund as a single Lottery distributor, we should celebrate what has been achieved. Since October 1995 when the first grants were announced, over £2.8 billion has been granted to over 60,000 projects run by charities, voluntary and community organisations right across the UK. This is an amazing success story achieved from a standing start nearly ten years ago when the Board held its first meeting. Building on those foundations we have ensured that through the grants which have been made, disadvantaged people in communities across the four countries of the UK have been able to benefit and have their lives changed in a way which few could have imagined when the Lottery began.



None of this could have happened without the experience and knowledge of all those who have served on the Board, together with the many people who have sat on regional committees in England and filled co-opted places on the country committees. In turn the Board and its committees could not have achieved all this without the hard work and dedication of all the staff, whether at head office or the country and regional offices.

We can be very proud of our work. Those Board members and staff who have joined the Big Lottery Fund take with them ten years of knowledge and experience which will mean the new distributor can make the best possible start and be a major force for good through successful and intelligent grant making.

**Diana Brittan**  
Chair of the Community Fund  
(to June 2004)

**Stephen Dunmore**  
Chief Executive

## Section one

# Performance against 2003/4 corporate objectives

The Community Fund Operational Plan for 2003/04 sets out objectives covering all areas of activity. The objectives are based on the Strategic Plan published in April 2002. The corporate objectives and related performance indicators are summarised below, with details of the performance levels that have been achieved.

### 1. Targeting our grants

(a) To achieve grant spend targets in fair share areas.

Performance Indicator	End of year report
75% of fair share areas to have benefited from grant expenditure equal to or greater than 66% of their three-year target by 31 March 2004.	74% of areas have benefited from grant expenditure equal to or greater than 66% of their three-year target.

(b) To achieve grant spend targets for priority beneficiary groups.

Performance Indicator	End of year report
Target expressed as a % of total grant expenditure during 2003/04:	Actual figures achieved in 2003/04 were:
■ children and young people: 15%	■ children and young people: 18%
■ older people and their carers: 12%	■ older people and their carers: 12%
■ disabled people and their carers: 20%	■ disabled people and their carers: 21%
■ people living in areas disadvantaged by social and economic change: 19%	■ people living in areas disadvantaged by social and economic change: 21%
■ refugees and asylum seekers: 5%	■ refugees and asylum seekers: 5%
■ black and minority ethnic communities: 12%	■ black and minority ethnic communities: 10%

(c) To develop beneficiary number reporting arrangements based on data being collected up to 31 March 2003.

Performance Indicator	End of year report
Develop and implement beneficiary number reporting arrangements (to be agreed following an analysis of data being collected up to 31 March 2003).	Beneficiary numbers are included in section two of this report on.



(d) To implement the recommendations of the Governance and Grant-making paper presented to the Board in November 2002.

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**Performance Indicator**      **End of year report**

To comply fully with the recommendations and best practice contained in the paper.

Achieved

**2. Focus on Project Outcomes**

(a) To demonstrate that our grants are leading to changes in the lives of beneficiaries.

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**Performance Indicator**      **End of year report**

Implementation of an agreed Outcomes Framework in August 2003 to enable analysis of 2003/04 grant-making.

The framework was implemented by August 2003 and analysis of grant-making is currently taking place.

(b) To implement changes arising from the Outcomes Project.

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**Performance Indicator**      **End of year report**

Analyse a sample of outcome statements recorded on assessment summaries (by 30 June 2003).

Achieved on time.

Record best practice arising from the analysis and discussion with Grants Officers (by 30 September 2003).

Achieved on time.

Analyse committee experience of portfolios and decisions (by 30 September 2003).

This piece of work has been superseded by merger-related reviews of structures that will take place throughout 2004/05.

---

Produce a guide for staff on methods of tracking outcomes (by 30 November 2003).

Reconsidered in light of consultation with Grants Officers (GOs): training rather than a guide felt appropriate. See below.

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With the Learning and Development (L&D) team, develop an outcomes training and development plan for all staff (plan to be agreed by 30 September 2003).

Met. Plan agreed 30 September. Review of tracking systems used by applicants was completed in January 2004. Learning and Development has revised GO induction training and created training modules in the light of this.

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Develop a systematic process for learning from the grants we make (paper to September 2003 Operational Management Group).

Paper presented to December Operational Management Group. Implementation has been superseded by merger-related reviews of structures that will take place throughout 2004/05.

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Organise a conference on the CF approach to outcome funding (to be held by 30 November 2003).

This piece of work has been deferred due to merger-related reviews of structures that will take place throughout 2004/05.

## Section one

### 3. Working more closely with others

(a) To establish formal links with key strategic partners

Performance Indicator	End of year report
Establish partnership agreements identifying key aims and objectives and performance indicators.	Not met. Work on pilot agreement with Legal Services Commission (LSC) has commenced. This piece of work has been deferred due to merger-related activities during 2004/05.

(b) To develop joint funding initiatives with Lottery distributors and other funders.

Performance Indicator	End of year report
At least three joint funding initiatives piloted by 31 March 2004.	Initiatives implemented in Wales, North West and Yorkshire and the Humber.

(c) To develop local supplements to national priority papers

Performance Indicator	End of year report
National priority papers on each of the priority beneficiary groups will be issued over the year to 31 March 200/2003.	Achieved: a range of papers have been circulated during the year.

Local supplements to be completed by country and regional offices within two months of the issue of each paper.

Achieved: the approach has varied across regions, to suit requirements of different offices and committees.

### 4. Improve the efficiency and effectiveness of our management and administrative procedures.

(a) To achieve published turnaround times for grant applications.

Performance Indicator	End of year report
Large grants: 95% of applicants notified within five months.	91% notified within turnaround time.
Medium grants: 95% of applicants notified within four months.	91% notified within turnaround time.
Awards for All: 95% of applicants notified within three months.	94.3% notified within turnaround time.

(b) To maximise efficiency and effectiveness in running the business.

Performance Indicator	End of year report
To deliver all planned activity within the agreed administration budget for 2003/2004.	Achieved. Actual administration costs were £2.9 million (10%) less than agreed budgets.

(c) To implement the recommendations of CF office accommodation review.

Performance Indicator	End of year report
All recommendations of accommodation review implemented.	Subsumed into planning for the Big Lottery Fund

(d) To mainstream equalities into all aspects of the CF's business.

<b>Performance Indicator</b>	<b>End of year report</b>
Mainstreaming tools consistently implemented in respect of policies and procedures.	Ongoing work to ensure that tools are used consistently.
Effective information gathering systems established to enable the equality impact of policies and procedures to be assessed.	A system has been established to assess the equality impact of new policies and procedures
Mainstreaming equalities to be built into all future training provision for staff, and for Board and Committee members.	This piece of work has been deferred due to merger-related reviews of structures that will take place throughout 2004/2005.
Mandatory training programme in place for all staff with specialist roles and for Board and Committee members, to support implementation of the strategy.	The training programme was developed and will be considered as part of the establishment of the Big Lottery Fund Board.

(e) To implement the requirements of the specific employment duty of the Race Relations Amendment Act 2000.

<b>Performance Indicator</b>	<b>End of year report</b>
Initial reports produced by Corporate Personnel to inform the development of action plans.	Key issues reported to Equalities Steering Group. (ESG).
Criteria for identifying unreasonable personnel imbalances determined by ESG.	Met.
Action plans developed by each country /region/ department to address unreasonable imbalances in respect of ethnicity, gender and disability (and - for NI only - community background).	Plans developed at organisational level only, rather than department by department, because of the small volume of data.

(f) To mainstream risk management into all aspects of the CF's business.

<b>Performance Indicator</b>	<b>End of year report</b>
Each country/region/ department to compile and regularly review a risk register relating to its ability to achieve local objectives in 2003/2004.	17 out of the 21 countries/ regions/ departments compiled and reviewed local risk registers.

## Section one

(g) To implement changes to pre-application, assessment and grant management practice flowing from grant-making 2004 (GM04) – our project to devise simpler and easier grant making processes.

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<b>Performance Indicator</b>	<b>End of year report</b>
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Specific performance targets to be agreed in September 2003 on receipt of an options report and recommendations from the GM04 Project Board.	Pending merger, a GM04 pilot was launched in the Scotland office in January 2004.
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### 5. Develop our people to ensure that everyone is able to fulfil her/his potential within the organisation.

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<b>Performance Indicator</b>	<b>End of year report</b>
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(a) To pilot and evaluate implementation of the competence project.

Competence model and supporting documentation to be formally piloted in five grant-making offices between 1 April 2003 and 31 March 2004. Evaluation will be ongoing during the pilot period.	The pilot was implemented and the results of the monitoring and evaluation phase resulted in revisions. The pilot has been extended until September 2004 to enable further evaluation of the effectiveness of the appraisal system and to inform the design of the competencies and appraisal system for the Big Lottery Fund.
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(b) To ensure that everyone has a personal development plan.

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<b>Performance Indicator</b>	<b>End of year report</b>
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100% of staff to have an agreed Personal Development Plan in place by 31 July 2003.	Achieved for all staff.
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(c) To ensure that all staff are able to feed back on changes affecting their employment.

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<b>Performance Indicator</b>	<b>End of year report</b>
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Undertake jointly with New Opportunities Fund a staff survey in early 2004.	This piece of work has been deferred due to merger-related reviews of structures that will take place throughout 2004/2005.
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Develop, consult on and implement an action plan to address issues arising from the staff survey.	This piece of work has been deferred due to merger-related reviews of structures that will take place throughout 2004/2005.
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(d) To provide support to grant-making committees.

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<b>Performance Indicator</b>	<b>End of year report</b>
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Provide updates (and, where necessary) training to grant-making committee members on changes arising from projects impacting on the grant making process.	Consultation held with committee members in April 2003 and training provided for Scotland committee members in March 2004.
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(e) To achieve Investor in People status.

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<b>Performance Indicator</b>	<b>End of year report</b>
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Achieve Investors in People status.	This piece of work has been deferred due to merger-related reviews of structures that will take place throughout 2004/2005.
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## 6. Promote the Community Fund as a leading source of support to the voluntary and community sector in the UK.

(a) To positively promote the Community Fund as a leading source of support to the voluntary and community sector in the UK at a time of change.

Performance Indicator	End of year report
Undertake regular tracking of attitudes towards the Community Fund among the general public.	<p>Research was undertaken in the first part of the year to track public and opinion leader views on the Community Fund.</p> <p>As the Lottery Review and creation of the Big Lottery Fund progressed further research was undertaken by a variety of organisations in partnership with Community Fund.</p>
	<p>The findings have been shared with other distributors.</p> <p>A benchmark has been created from which the impact of the Big Lottery Fund can be assessed.</p> <p>Most recently this work has focused on the brand of the new organisation.</p>

Performance Indicator	End of year report
Influence, monitor and report on responses to the new distributor proposals by politicians and key stakeholders in the voluntary and community sector .	<p>Met. We have held joint briefings, seminars and conference events with the New Opportunities Fund regarding the Lottery Review.</p> <p>Presentations and Q&amp;As were developed jointly with New Opportunities Fund. Public Affairs work has developed alongside the creation of the Big Lottery Fund.</p>
Implement, monitor and report on the impact of action to achieve proactive press and media coverage at a national, regional and local level	<p>The creation of the Big Lottery Fund has enabled a greater amount of proactive press activity for the nationals to take place. In particular good coverage has been achieved with New Opportunities Fund in 2004. Regional and local media coverage continues to be strong.</p>
Specifically, ensure that corporate/country/regional offices report quarterly on press and media coverage, whether proactive or reactive, and that (where relevant) good practice is identified and replicated.	<p>The merger has again brought opportunities to rationalise of media and other monitoring systems. These have been reviewed alongside New Opportunities Fund's systems and all cuttings are now supplied through a single supplier.</p>

## Section two

### Where the money went

In 2003/04 we awarded 5,473 grants totalling £262,199,815. We received 11,228 grant applications asking for £840,604,163.

By 31 March 2004, the total amount we have awarded since 1995 was £2,819,380,607 to 61,326 projects.

Programme	Number of Grants	Amount Awarded
Strategic Grants	79	£17,798,897
Research Grants	31	£7,497,679
International	42	£16,706,715
Wales	373	£12,374,016
Scotland	670	£27,807,451
Northern Ireland	352	£9,436,809
<b>Total England offices</b>	<b>3,902</b>	<b>£169,485,487</b>
● North East	292	£11,890,346
● North West	585	£30,663,483
● Yorkshire and the Humber	430	£19,234,512
● East Midlands	325	£12,950,252
● West Midlands	467	£21,054,157
● (West Midlands Community Buildings Pilot)	24	£1,092,743
● Eastern	356	£12,968,043
● London	592	£28,295,887
● South East	455	£18,668,615
● South West	400	£13,760,192

#### 1. Helping people in need

Our Strategic Plan says that we aim to increase the focus of our grant-making on helping the most disadvantaged people in the UK and improving their quality of life. The following pages give summary information about how the new grants we made this year do just that. We have only counted grants from our Large and Medium grants programmes in these figures.

#### 2. Our priority groups

To help us increase our focus on people in need our Strategic Plan identifies a number of priority groups. This enables us to measure and monitor the funding going to these groups.

In all, we've made 1,390 grants worth £171 million to benefit people in our priority groups this year. (Grants awarded under our International, Research and Award for All England programmes do not count toward corporate priorities.) The breakdowns below give an idea of the total amounts we have committed to each group and the type of work funded.

Some of the grants benefited people in more than one group – for example grants to assist disabled children – so they appear more than once in the breakdown. The figures cannot therefore simply be added together to get to the totals above.

People living in areas disadvantaged by social or economic change, whether urban or rural, including areas of declining local industry, areas of poverty isolated by surrounding affluence, areas affected by migration.

	Amount Awarded
All	£53,914,173
Helping people disadvantaged by rural isolation	£7,381,115
Helping people living in deprived urban areas	£19,867,772
Supporting village halls	£9,863,496
Providing advice, information and counselling	£16,022,424

#### Children and young people

	Amount Awarded
All	£46,211,853
Helping children living with disabilities	£13,020,120
Scouts, guides and other uniformed groups	£1,092,555
Home start	£2,164,282
Providing childcare, crèche or play facilities	£9,798,681

#### Older people and their carers

	Amount Awarded
All	£30,528,781
Helping older people living with long-term illness	£1,904,532
Helping older people on low incomes	£601,642
Support for independent living	£4,500,343
Community safety	£320,667
Support for carers of older people	£9,858,370

#### Disabled people and their carers

	Amount Awarded
All	£53,867,092
Improving access to employment	£3,651,795
Improving access to community facilities	£1,248,120
Support for independent living	£7,695,464

#### Black and minority ethnic communities (BME).

	Amount Awarded
All	£25,464,077
Helping BME children and young people	£7,145,695
Helping older BME people	£2,764,350
Helping BME disabled people	£5,615,148
Combating the effects of racism	£2,471,771
Building the capacity of the BME voluntary sector	£2,677,325

#### Refugees and asylum seekers

Supporting organisations that help refugees and asylum seekers and the wider communities that receive them

	Amount Awarded
All	£13,961,653
Helping refugee and asylum seeker children	£3,274,836
Helping communities and asylum seekers	£2,672,407
Providing advice, information and counselling	£8,568,966

#### Other disadvantaged people

What about those kinds of need that don't fall easily within one of our priority groups, or is common to many of them?

Some figures for other types of grant are given below:

	Amount Awarded
Helping lone parents	£4,835,006
Helping homeless people	£6,377,140
Helping families of prisoners and ex-offenders	£3,629,209
Helping people on low incomes	£13,735,317
Helping people who are unemployed	£11,532,917
Tackling substance abuse	£4,766,510
Supporting victims of crime	£1,960,915
Supporting victims of abuse	£4,671,835

## Section two

### 3. People we are already supporting

We ask organisations that hold grants to supply us with a report at the end of each year of their project. We collate this information to ensure we have comprehensive information on the numbers of people that the projects we fund are helping, and the kinds of change that the projects are working towards.

The figures given below are a summary from the reports provided by all organisations that were due to report to us during 2003/2004. The figures show the numbers of people that they had helped during their previous year of funding.

Beneficiary type	Beneficiaries
Black and minority ethnic communities	168,377
Children and young people	660,799
Disabled people and their carers	680,939
Older people and their carers	417,082
People in areas disadvantaged by social or economic change	659,119
Refugees and asylum seekers	85,219





## Section three

# Grant programmes and awards

### Strategic grants

The first full year of grant giving under the newly formed Strategic grants programme has funded projects covering all six corporate priority groups.

Regular national seminars have supported organisations to develop applications to meet the five key approaches of piloting, replicating, working in partnership, crosscutting and influencing. These approaches are designed to develop strategic flagship projects with enhanced outcomes to achieve lasting change. A formal pre-application process, whereby applicants can submit a brief outline of their project plans and receive advice in a written response, was initiated. The overall response from applicants in an evaluation was positive with 66% of applicants finding the written response clear and understandable and a further 20% finding the response adequate. Half of all respondents changed their project ideas as a result of the feedback given.

Learning from applicants and grants during the year, we refocused the programme in March 2004 to encourage applicants to consider submitting projects that influence policy and practice. This should ensure that funding will have an even wider and far-reaching impact on tackling disadvantage as well as providing an improved environment for regional Lottery projects to thrive.

Some projects we are funding have included some elements of influencing already, and it is hoped that more influencing projects can be supported over the coming year.

Arthritis Care, for example, has started a project to make its public policy and campaigns work more targeted, integrated, inclusive and sustainable. It will involve local people with arthritis in planning and delivering campaign activities and will disseminate best practice on campaigning as well as supply targeted information to policy makers.

The year has also seen considerable progress in taking forward the Strategic grants component of the Countryside Communities initiative – funding to improve the lives of people living and working in some of our poorest rural areas. A partnership between Carnegie (UK) Trust and Community Fund will inform and align the Strategic grants' contribution of £2.2 million with the Trust's grant programme over the next three years.

### Research grants

This programme is a unique resource for the voluntary sector and its beneficiaries to have a say in what should be researched and to develop independent medical and social research strategies.

All our research grants are made to voluntary sector organisations that generally work in partnership with universities. The rationale for this approach is simple. Networks between the voluntary sector and academia are weak and research funding opportunities for the sector and its beneficiaries are scarce at best. As a result, much relevant and already existing research knowledge hardly finds its way into the work of the sector; and many problems or medical conditions, that may perhaps not be of national concern but only affect a minority of the UK population, remain unanswered and unexplained. The search for these answers is at the centre of our research funding.

## Section three

Among the grants we made during the past year was an award of £249,750 to ERIC (Enuresis Resource and Information Centre) to conduct a study into the factors that lead to day and night incontinence of children. The study not only deals with key medical aspects but also seeks to gain a deeper understanding of the related psychological effects on children and the social exclusion they are confronted with on a daily basis. Another example is a social research grant over £177,612 that we awarded to the Howard League for Penal Reform. This study sets out to explore how re-offending by young men after release from a short prison sentence could be reduced.

After its initial two years, the programme was the subject of a substantial review, which has highlighted the need to simplify some of our procedures. However, the message came back powerfully that the programme is well on its way to deliver what it set out in the first place: to make research accessible and meaningful for voluntary sector organisations and their beneficiaries.

### International grants

We are delighted with how the new International grants programme has consolidated following its re-launch. The programme differs from before in that it is now continuous, so applicants can apply when they are ready rather than to meet a deadline, and more targeted. Projects must deliver outcomes in one or more of the programme's four priority areas: primary education, health, allocation of natural resources, or human rights. These priorities are aligned with key aspects of internationally adopted Development Targets (Millennium Goals) and the UK Government's overseas development strategy and are aimed at making a significant difference to the world's poorest and most marginalised people.

The Policy Directions from the Secretary of State require the Community Fund to take into account the interests of UK charities and other voluntary organisations that work overseas. While the International grants programme represents only a small part of the Community Fund budget (currently 6% annually) it provides a major contribution to the expert efforts of the British international development sector. There is a high demand for the programme and we receive more quality applications than we able to fund. The budget for the year was £16.7 million.

Examples of projects that we awarded this year include a grant to Oxfam of £742,117 to eliminate water-borne diseases such as diarrhoea and cholera amongst communities in the arid areas of North East Brazil through enabling households to develop effective water storage systems. Widows and Orphans International, based in Dagenham, Essex, received a grant of £199,908 for work in Nyando district in Kenya to provide physical and emotional support to widows, orphans and people living with HIV/AIDS as well as raising awareness of HIV by providing voluntary testing, counselling and support services.

The new programme is designed to incorporate best practice in development. We aim to ensure that the causes of poverty and disadvantage are addressed rather than just the symptoms so that the projects bring about sustainable benefits.



## Wales

In the year ended March 2004 we developed funding partnerships with the Legal Services Commission and Welsh Assembly Government. Through these partnerships we awarded funding worth £1 million for projects providing advice services to priority clients.

We prepared for our merger by working jointly with New Opportunities Fund staff on public relations work and assessing the Coronary heart disease, cancer and stroke and PE and sport grant programmes. We also promoted the benefits of the merger at events jointly with New Opportunities Fund colleagues.

Our joint Lottery distributor work continued to go from strength to strength with events held all over Wales with support from Welsh Assembly Members. Evaluation of these events proved that this work was welcomed and should be continued.

Awards for All Wales, the joint Lottery distributor small grants programme (with New Opportunities Fund and Heritage Lottery Fund), crossed the £5 million mark. The success of our outreach work in promoting the programme meant we increased the amount of money awarded to meet the demand.

We continued to promote our Welsh Language Scheme and received an acknowledgement for this in the results of a Welsh Language Board website survey, which cited our website as an example of 'good practice'.

We began a programme of outreach action plans for each of our priority target areas and groups.

## Section three



During 2003/2004 we have seen a decline in our applications. This may have been partly due to uncertainty about our funding status in the climate of merger discussions. It could also have been due to the fact that we have increased our pre-application support to reduce the number of non-eligible applicants applying for our programmes. We have tried to address the decline in applications in weak areas by targeting MPs and Assembly Members and increasing our work with the voluntary sector and press.

### Scotland

Grant-making in Scotland has been revitalised this year with the introduction of a new application process – a pilot project, which, if successful in Scotland, could be rolled out across the UK. It is designed to speed up the application process, prevent customers making applications that are unlikely to be funded, and give more pre-application support to applicants whose projects are likely to be funded.

Applicants in Scotland now send us an outline proposal form giving some basic detail on their project, how much it will cost and what long-term difference it will make. We provide them with feedback – within 10 working days – on whether it is likely to be funded by the Scotland committee.

If the project is fundable but needs strengthening, we will explain how. If we think the group could make a full application we will send them an application form that's personalised with the details of the organisation and project.

If the project is unlikely to be funded, we will say so and where we can, signpost the applicant to other funders or sources of help. Hundreds of organisations have taken advantage of the outline proposal to approach us for funding – and it is proving popular.

While we have piloted this process, the business of grant making has gone on. We have met almost all of our targets for beneficiary groups, particularly disabled people and their carers who received almost £2.5 million more than estimated.

Our fair share target for the end of year two of the initiative was to have areas benefiting from grant expenditure equal to 67% of their year three total and we met that, though some areas have performed better than expected and some still need additional support.

## Northern Ireland

A high level of demand and a lower grant-making budget have had a huge impact on our work during 2003/2004. Requests for funding topped £45 million, all striving for some of the £9.5 million budget available. This has meant that we have not had enough money to fund all of the organisations that apply, and that the emphasis on quality projects has become all the more essential, along with an increased requirement for hard evidence, from applicant groups, that our awards will make a real difference to disadvantaged communities across Northern Ireland.

The decrease in funding available has meant that the number of awards has reduced. The success rate, in Northern Ireland, has gone down from 34% last year to 26% this year.

There have, however, been a number of particularly special awards made this year. The largest was to the Ulster Cancer Foundation which received £200,000 to help build a new purpose-built cancer facility in Belfast. With one in three people across Northern Ireland developing cancer, the new centre will provide additional services and improve the outlook for future generations.

During the 2003 Year of People with Disabilities, we made a number of grants to disability groups, awarding a total of £2,187,255 for 21 disability projects.

We have also continued to lead the Community Fund's equalities programme from Northern Ireland.

The year has also seen the beginnings of change for Community Fund, with the approaching merger with New Opportunities Fund resulting in an increase in joint work. While the future will bring more changes, we will, through the Big Lottery Fund, continue to make awards that contribute to a real and sustainable difference to the lives of disadvantaged people across Northern Ireland.

## Section three

### North East

The North East has a diverse mix of urban, semi-rural and rural communities with large areas of deprivation and a number of regeneration hot spots. The voluntary and community sector is very active with lots of local community based groups although the infrastructure to support this is still developing in a number of areas.

To help us increase our focus on people in need, our strategic plan identifies some priority groups. We set up four reference groups from current grant holders, other key stakeholders and members of the local community to support this. This year we supported and encouraged three of these groups – older people, disabled people and their carers and young people – to run events to share good practice and celebrate the grants we had given to organisations. We have produced publications giving examples of good practice and hints and tips on running good projects.

The fourth group has been used to encourage applications from black and minority ethnic groups. We still have a relatively low application rate and poor success rate from this group. We have run two workshops to help groups from black and minority ethnic communities develop applications and have recently had three successful applications to the Medium grants programme from groups who attended these sessions.

With a year to go we have already met our fair share funding targets in Stockton and Darlington. So that the momentum generated is continued and to encourage a more sustainable sector we plan to continue to target outreach work to these areas. We want to work with other agencies in the districts to help build the capacity of smaller organisations so that local communities can access funds to meet their own specific needs.

We have a high rate of resubmissions of earlier unsuccessful applications, many of which were rejected due to insufficient funds. We continue to give detailed feedback to help organisations strengthen their applications. We have also started pointing out whether projects meet our regional funding priorities or not. We have started using the outline proposal form to ensure we give clear advice to projects that are unlikely to get funded. We offer one-to-one surgery sessions with rejected projects that meet our funding priorities in various places around the region.

### North West

There are 1,007 wards in the North West, the largest England region outside London. Using the Index of Multiple Deprivation 2000, 216 of these are identified as being in the 10% most deprived wards in England and over a third of the wards in the North West are amongst the 20% most deprived.

A highlight of the last year has been exceeding all of our priority beneficiary group targets. We ran a successful delegation pilot project – to an external organisation, which awarded grants to black and minority ethnic groups in Bolton. Action for Employment has given 13 grants to black and minority ethnic groups totalling £998,239 during the year, which has helped us to reach groups in an area where we had not received many applications before.

Other outstanding grants this year include £66,213 to the Bangladesh Welfare Association to improve skills and job prospects for members of the Bangladeshi community; £218,143 to Supported Community Business, paying for a therapeutic workshop in which people with learning difficulties can take part in work and learn skills and independence; and £151,347 to Halton YMCA for an advice and guidance centre for disadvantaged young people.



## Section three

Our pre-application support service has been of great benefit to applicants this year. We have offered one-hour appointments for groups wanting advice on how to proceed with an application. Only 5% of the groups who went on to make an application, failed our assessment criteria and 63% were recommended for an award to the regional committee – although not all of these could be funded because of competition for limited funds.

We are reaching target groups and attracting new applicants through partnership work in the region and in the fair share areas. We have responded to the increased competition for our funds with the creation of the Project Review Service. This service will give groups the opportunity to find out whether their project is likely to meet our funding policies and strategy at an early stage, so they can decide whether to proceed with a full application.

### Yorkshire and the Humber

Yorkshire and the Humber is a vibrant and culturally diverse region. Much of the area is rural, with both large and smaller urban centres. We are pleased to be able to fund a wide range of community groups and projects that contribute to making the region a good place to live and work.

Our grants have responded to the needs of the region and helped local communities to adapt to the changing situations they face. An example of this has been our joint funding scheme in South Yorkshire, an area that qualifies for European funding because of its high levels of poverty. We have worked with our European funding colleagues to make the process of applying to two different funders easier.



This joint funding scheme has helped us to make excellent progress towards meeting our fair share targets. At the end of the second year of the initiative we had funded projects in Doncaster, Rotherham, Kirklees and Wakefield to the value of £13.1 million – 70% of our three-year target. We are pleased to have been able to fund smaller community-led projects in these areas as well as projects that provide support for the voluntary and community sector to improve their ability to access funding in the future.

The regional committee has been delighted to fund several projects this year that include initiatives that will help bring communities together. One example of this type of work is the 'Football Unites, Racism Divides' project based in Sheffield, which promotes equality and good relations between different racial groups through the medium of football. Our funding will support the development of their work with young people, aiming to reduce racist attacks in the area and improve community relations.

The regional committee is always keen to fund organisations that are led by the people that use and benefit from the service – this year we made a grant to Bradford People First, an advocacy project for people with learning difficulties, which will help them to have a say in the delivery of services and facilities they use.





## East Midlands

The East Midlands is a vibrant place to be. The regional office is working closely with partners such as the Regional Development Agency, Government Office and key voluntary sector agencies to deliver safe, healthy and attractive communities. Our contribution to this is through exciting grants to a wide range of social and economic regeneration projects.

We have worked closely with the region's MPs over the year through briefings, one to one meetings and newsletters. Feedback has shown that they have found this information of great value and helped them pass on details of funding opportunities to their constituents.

One key indicator of our success is that this year four districts in the top 10 most improved in Lottery funding are from the East Midlands – High Peak, Chesterfield and Bolsover in Derbyshire and Mansfield in Nottinghamshire.

Our key target groups this year have been communities in Boston, West Lindsey, Bolsover, Ashfield and also older people and black and minority ethnic communities. We employ outreach officers to help develop projects with these communities. We have also modified our assessment processes to offer more support to priority groups.

The fair share scheme continues to be a great success. We have doubled our three-year targets in the first two years. We have also built long-term sustainability through detailed training for community development workers and facilitated networks that will remain once fair share is over. The Ashfield Local Strategic Partnership described our work as an example of 'partnership working at its very best'.

Funding for black and minority ethnic communities remains a high priority. We have tried to attract new applicants by employing an outreach officer dedicated to supporting black and minority ethnic communities and working closely with development agencies like VOICE East Midlands and African Caribbean Development Agency.

## West Midlands

Throughout this year West Midlands staff have been maintaining a constructive engagement with the voluntary sector in the region while also managing demand effectively prior to application or during assessment. We provide a helpline service, engage in extensive outreach work, and ensure we have been present at a number of key events for the voluntary sector throughout the region.

We continue to offer briefings at our regional office and in our geographic priority areas. After an outline proposal form has been received we may decide to offer one to one sessions for some groups that meet our funding priorities. We are keen to offer advice to potential applicants on how to make their applications more competitive in the current funding climate.

This style of approach has equipped us for delivering some difficult messages to potential applicants this year as a result of a reduced grant-making budget. On the whole, the sector is reporting that they are encouraged by our supportive and helpful approach to potential applicants.

Together with our New Opportunities Fund colleagues, we have established good working relationships with the relevant strategic networks, which include Local Strategic Partnerships, local helper agencies and Community Foundations. Our outreach work has resulted in us awarding an additional £3.1 million into some of the most deprived areas in our region.

## Section three

The regional committee has invited groups that have previously received funding to come and talk to them about the difference this has made and how we can improve our service. We have heard some very moving first hand accounts from direct beneficiaries of the improvement made to the quality of their lives as a result of our grant making. These occasions have proved to be some of the highlights of the year and inspire our resolve to support projects that work to alleviate poverty, disadvantage and improve quality of life.

The regional office has also been working with Arts Council of England and Sport England on an 18-month trial project of a jointly funded Community Buildings programme. In 2003/2004 we made 24 grants totalling over £1 million.

### Eastern

The past year has been both challenging and rewarding. We have had a smaller grant budget but we have made the best possible use of our funds which we believe will make a real difference to the lives of people in the region.

We are very proud of the grants we make but there are two to mention in particular, Opportunities Without Limits and West Norfolk Mind – very different projects but both really making an impact on the lives of people.

Opportunities Without Limits received a grant of £134,462 to provide opportunities for people with learning difficulties to gain work, vocational and learning experience in a newly created community café in Sawston, Cambridgeshire. Accredited catering training is given with exposure to a real-life business environment.

West Norfolk Mind was awarded £92,003. The project will provide support to enable people with mental ill health, to enter and sustain their employment.

The range of grants we have given was, as usual, wide. The demand from village halls has always far exceeded our available budget but in the current funding climate, we knew that we would have to disappoint many more applicants than we could possibly fund. Therefore over the last two years we have particularly encouraged village hall applicants to talk to us at an early stage in the application process. We were pleased that we made 17 awards to village halls, which amounted to £1,570,054. We believe that the pre-application work we have done with village halls has resulted in applicants being able to make more informed choices.

Our two initiatives currently underway designed to target funds at areas that have previously missed out on Lottery funding have also been successful. The Countryside Communities initiative covers Fenland, North Norfolk and Kings Lynn and West Norfolk – under this initiative we have significantly increased the level of funding going into these rural areas. Our fair share programme is in its final year and we hope that the grants we have made in Luton, Basildon and Waveney will provide a lasting legacy and build capacity in the voluntary sector for the future.



## London

London is a hugely diverse city with active communities and a large voluntary sector. Although it is the wealthiest city in Britain, some boroughs have the highest levels of deprivation in the country. About a third of London's population is from minority ethnic communities, including many groups of recently settled refugees. In a city with a youthful population, older people are often overlooked, yet they can be particularly vulnerable, especially if they live in the poorer parts of inner London.

For the last two years, the London office has been targeting organisations working for older people, refugees and asylum seekers, and seeking to provide support for strengthening the management of black and minority ethnic groups. The proportion of our grant spend in all of these areas has risen as a result, with groups who work with older people being the most successful.

Over the past 18 months, we have been running a special project giving additional support to some of our smallest grant holders from black and minority ethnic communities. We have learnt a great deal about the pressures affecting small groups and some of the difficulties they face in accessing funds and managing grants. In the light of this work, we intend to make two grants to agencies to deliver support to our grant holders in future. We think that this will strengthen the management of these groups so they are able to deliver better quality services to their customers.

We have introduced a new priority, 'Linking Communities'. We wanted to respond to the concerns about the social fragmentation in cities such as London, by encouraging projects that tackle social disorder by bringing communities together. We have used a new pre-application process to give prompt feedback to groups as to whether their idea fits this programme, and if it does, to give application support so that groups have the best chance of getting a grant. The groups have welcomed this and we are looking forward to making some exciting grants next year.

## South East

The South East is the largest of England's regions and has one of the highest rates of population increase.

Despite housing and transport problems, nine out of ten residents are satisfied with the quality of life in the South East, according to a recent MORI poll. But we cannot be complacent. The two main problems that we currently face are declining tourism and its knock-on effect in many coastal towns and concentrations of unemployment in East Kent and the South Coast.

A big challenge for us this year has been tackling the seemingly insatiable demand for our funds. Effective targeting and good communications have helped potential applicants understand our policies and procedures better than ever before, meaning that they can make informed decisions to apply to us or not.

A series of films in the news programme Meridian Tonight showed what an impact community projects could have on local people.

## Section three

The films demonstrated to a wide audience how Lottery funding can really make a difference to people's lives. Community Fund and Meridian Broadcasting worked together in the Kent and East Sussex area to highlight some of the successful projects that have taken place. We told the story of Tip, who takes enormous pride in his home and has worked hard decorating and furnishing his flat in Canterbury. Two years ago he was street homeless. East Kent Cyrenians (£100,000 in 2000) helped Tip turn his life around. They work directly with street homeless people and have significantly reduced rough sleeping in the Canterbury area, exceeding Government targets.

Raising awareness of Community Fund through the Cashback project we hoped to attract groups that had previously not considered applying for Lottery funding. Nearly 1,000 phone calls were made over the six-month initiative and groups that previously had not considered applying for Lottery funding are now making applications.

### South West

The focus of our work in the South West addresses the stark contrasts of need in a region that has the fastest population growth and a higher proportion of older people than elsewhere in the UK. The region attracts the highest qualified workforce outside of London and the South East, while the combination of lower levels of income and high housing costs force many young people to move away from their communities.

We are especially pleased that our development work has attracted high quality applications for projects helping older people and minority ethnic communities, which comprise respectively 21% and 2.3% of the region's population.

For example, black community organisations in Bristol identified a need for support to develop and improve their advice services. Our £190,132 grant to Bristol Resource Centre means that several agencies working together can provide benefits advice and legal advice services accessible to black and minority ethnic communities.

Similarly, Age Concern in Cornwall was overwhelmed by demand from small groups in isolated areas. Our £47,270 grant enabled them to develop a network of older people's groups who could have a say in planning local services. A modest investment went a long way to help the types of groups we wouldn't normally reach.

We have increased the numbers of grants reaching the more disadvantaged pockets of the region, including our fair share areas.

We always receive large numbers of high quality applications from groups working with disabled people, including those with learning disabilities. These represented nearly a third of our spending. This year the regional committee welcomed applications to help people who experience mental health difficulties.

Given the historically high numbers of applications in this region, we are acutely conscious of the disappointment brought about by declining budgets. It has therefore been good to see energetic pre-application advice and other work lead to an improvement in the success rate over the previous year, from 26% to 32%. We hope we can improve on this still further in the coming year.

## Fair Share

In April 2002, the Community Fund together with the New Opportunities Fund launched fair share. We designed this initiative to make funding more readily available to disadvantaged communities in 77 local authority areas across the UK, which so far had not received their fair share of Lottery funding. The Community Fund focused activity on 37 of these areas.

Since the launch, we have given more than £61,503,784 to these areas. At the end of year two of three, we have achieved 67% of our overall financial target. We believe that the continuing key to our success is being open, accessible and 'out there' and implementing a community development style approach which works with and for local communities.

This approach ensures fair share is not just about funding. We have been able to engage in developing capacity in the areas beyond grant making. Our outreach staff have delivered one-to-one support to groups seeking funding and Funding Adviser Training to community workers so local workers are better equipped to advise local groups. Additionally, we have brokered meetings with other funders to ensure funds are being used to best effect and increase access to a range of funding.

These new and innovative approaches for a grant maker in delivery of fair share are now being nationally evaluated. The intention is that the evaluation of our work will inform best practice for our grant-making in the future. As our targeted work finishes in March 2005, our objective for the third year is to learn from what we have done and ensure we will leave a lasting legacy.

## Countryside Communities

While social deprivation and poverty is more usually associated with inner city estates, it is also a reality of rural life. One in four people who live in the countryside live in poverty. Through Countryside Communities, we aim to develop capacity and social capital in rural communities and support innovative projects that improve their quality of life.

Countryside Communities is a joint initiative between Community Fund and the Countryside Agency. It aims to ensure that England's rural areas receive their 'fair share' of funding. Countryside Communities is a spin-off from the New Opportunities Fund and Community Fund's fair share programme.

We chose eight areas to benefit from Countryside Communities, based on both deprivation indices and low levels of CF funding. The areas are: Shepway and Dover in Kent; King's Lynn and West Norfolk; North Norfolk; Fenland in Cambridgeshire; Boston and West Lindsey in Lincolnshire and Sedgemoor in Somerset.

Countryside Communities was established as a five-year programme and the reasonably slow start in some of the areas has shown why this was necessary. In most areas, the voluntary sector infrastructure is weak, and often different groups are working in isolation from each other. It has become clear why these areas have missed out on funding in the past.

## Section three

As in Community Fund Fair Share areas, outreach workers have been appointed to work with local communities. As well as providing one-to-one support for potential applicants, they have also played a major role in brokering partnerships with other funders to help ensure more successful and sustainable projects.

In Boston, Lincolnshire, the local Citizen's Advice Bureau recognised that a significant number of people in the area were not aware of or receiving the benefits that they were entitled to. We awarded them £173,000 to employ caseworkers to raise awareness of benefits and help people apply for them.

The £2.2 million strategic grant element of Countryside Communities will be delivered in partnership with the Carnegie UK Trust. We expect to launch the joint programme in October 2004.

### Awards for All England

Awards for All makes grants of between £500 and £5,000 to small local groups so that they can set up new activities or expand their work. Our money comes from the five main lottery distributors in England, including £9,947,515 from the Community Fund in 2003/04.

In the five years since the scheme began, we have awarded more than £175 million, and we made our 50,000th award last November. The grant was for a children's music project in the Eastern region, aimed at children who come from families on a low income.

Our awards support a wide range of projects – embracing heritage, arts, community, sports, environmental, educational and health initiatives. We aim to improve the quality of life for communities, extend access and participation, and increase skills and creativity. For example, an award of £4,259 to Valley Supported Living means this new group can give advice and support to parents and carers of people with learning disabilities – improving their opportunities to live independently. £1,400 means that Kinson School and Village Memories can expand a reminiscence project, taking it to new participants in old people's homes.

Awards for All aims to be a quick turnaround, responsive grants programme. Last year, we introduced new procedures reducing the average time taken to consider an application to eight weeks.

Our regional teams consulted on and updated their regional focus last year. The focus helps us to make decisions on the awards that are most appropriate in a particular area. Details are available on our website: [www.awardsforall.org.uk](http://www.awardsforall.org.uk)

We know that next year will continue to see changes and opportunities for Awards for All, and look forward to more innovation in enabling Lottery money to reach into the heart of local communities.



## Section four

# New distributor planning

It was agreed by the Secretary of State that a single co-terminous Board would be appointed to oversee the work of the administratively merged organisation from June 2004. Advertisements for Board members were placed in early 2004.

The appointment of Stephen Dunmore as Chief Executive of both Funds from 1 December 2003 began the process of creating a unified management structure. A joint Senior Management Team structure was developed and appointments made in early 2004. The Senior Management Team now leads the work of both organisations, taking forward the merger process.

A planning team made up of staff from both organisations started work in July 2003 to put together a forward plan for 2004/2005, comprising corporate objectives, key performance measures and a supporting budget. The Joint Committee of Both Boards agreed this document in March 2004. Based on these corporate objectives, more detailed directorate level objectives have been set to form the basic structure for work during 2004/2005.

During the year a great deal of internal communications work was carried out to ensure that staff are informed of and participating in the planning process. A series of regular face to face briefings has been held in all offices throughout the UK and regular information bulletins are distributed to all staff.

Two Transition Groups comprising senior staff from both organisations were established to carry forward work on Policies and Programmes, and Corporate Services. This allowed a great deal of detailed planning to be undertaken, and a series of papers to be presented to the new Board.

Planning for the assimilation of staff from both organisations into new staffing structures is underway. A staff change policy was agreed with the two trades unions, Amicus and Prospect, and a series of briefing events held throughout the UK. Implementation of the policy will take place during the 2004/2005 financial year.



## Section five

### Customer care

The Community Fund is committed to listening to its customers and we welcome feedback on our service. Whilst we always like to be told what we're doing right, it is more important for us to understand what we are doing wrong and this is why we take all complaints about our service very seriously.

The vast majority of issues raised by our customers were grievances in relation to funding decisions rather than formal complaints. In these cases a further letter of explanation is sent to the customer, and on some occasions a meeting organised to discuss the matter further.

During the year we have introduced a new system for categorising issues raised by customers, and this will enable us to identify common issues or trends developing.

We have been working with other Lottery distributors to implement a common complaints process and to introduce a customer charter so that the same standard of service applies across Lottery funding. In addition we have been working with the New Opportunities Fund to ensure that the high standards of both organisations are maintained in the Big Lottery Fund. To date a new set of telephone standards have been developed and work is starting on integrating the customer satisfaction surveys.

Clive Wilson, the Independent Complaints Reviewer for both organisations, has been retained as the Independent Complaints Reviewer for the new, merged organisation in 2004/2005, before new common arrangements are made across all the UK and England Lottery distributors.

In his report on the next page, the Independent Complaints Reviewer refers to the need to publish information about the number of complaints received and the outcomes.

The Community Fund put a complaints monitoring system in place in April 2003. A summary of complaints received is sent to senior managers to help inform consideration of improvements to the way our business is carried out. At this stage, because of the merger, our efforts are directed at ensuring arrangements are in place at the Big Lottery Fund to report back on the number and type of complaints received, what our response was and any changes proposed and made to our processes as a result. This will include an annual report from April 2005 onwards about the numbers received and the outcomes.

Finally, much work has been done to ensure we are able to respond when the Freedom of Information Act 2000 comes into force in January 2005. Staff are being trained and our management of records is being reviewed to enable us to respond to requests effectively and promptly.

## Section five

### Independent Complaints Reviewer – annual report

I reviewed only one complaint this year. It related to a grant which had been withdrawn at the end of the second year of a three-year project and a substantial sum reclaimed from the grant recipient. The grant had been for the evaluation of a new service for Asian women using NHS maternity services. The grant was awarded to the voluntary organisation responsible for the service but the evaluation was the responsibility of a university research department under arrangements agreed between it and the voluntary body. The grant was, in effect, to meet the research costs of the university not the costs of the service. So the financial effects of the Fund's decision fell on the university.

The complaint was made by the university, not the grant recipient. It detailed a large number of concerns related to the Fund's management of the grant and its investigation leading up to the decision to withdraw the grant, and the fairness of the decision itself. The Fund did not respond to the specific issues but offered a payment in settlement of the complaint, reflecting its acknowledgement that its investigation had taken too long. The offer was not accepted by the university and the complaint was referred to me.

I found that the Fund had an adequate basis in fact for deciding that the grant recipient was in breach of the conditions of the grant and for deciding to terminate the grant (it is not for me to express any view on the merits of decisions of that kind). However, I also found that the Fund had mismanaged the grant in several respects and that it was seriously at fault in not meeting the parties during its investigation, as they had requested. Had the Fund followed its procedures properly, it would have been able to respond much earlier to the problems with the project. I recommended that the Fund reconsidered its offer in the light of my findings. I also made some more general recommendations.

The Fund accepted my findings and all but one of my recommendations. It made an increased offer to the university (but this had not been accepted at the time I completed this report).

The complaint highlighted some general issues related to the management of grants for research carried out by bodies other than the grant recipient. I am satisfied that the Fund has now improved its procedures for handling grants of this kind, taking account of this complaint and other cases.

That only one case has been put to me this year may indicate that complainants are generally satisfied with the way the Fund has dealt with their concerns. But I have no way of telling. I have asked for several years now that the Fund should publish information about the numbers of complaints it deals with and how many are upheld or rejected. I hope that the improvements to customer services referred to in the Community Fund's Annual Report for last year will enable it to publish relevant information this year.

**Clive Wilson**, Independent Complaints Reviewer

## Section six Equalities

Promoting equality of opportunity is one thing; achieving equality of outcome is an even greater challenge. This year our efforts have focused on improving the experiences of people most affected by inequality. We have achieved this through our mainstreaming strategy. Equality mainstreaming aims to put the views and experiences of people traditionally excluded from society at the heart of our business.

A key feature of our mainstreaming strategy has been a tool to equality assure our policies and practices. This tool has been used to influence key changes to our grant making as well as developments in how we support and manage our staff. It has also enabled us to comply with the duties required by the Race Relations (Amendment) Act 2000.

We have also made excellent progress in meeting our legal requirements under Section 75 of the Northern Ireland Act 1998. This year we completed two equality impact assessments on policies and procedures relating to access to grant making, as well as the Awards for All grants programme for Northern Ireland. These assessments demonstrated that our current approach to grant making already promotes equality of outcome in many ways.

In line with legislative requirements and good practice we have continued to monitor and analyse the employment experiences of individuals in terms of their ethnicity, gender, disability status, age and community background (Northern Ireland only). Where appropriate we have taken action to address points of concern. Positive steps have also been made to respond to the needs of our disabled staff and customers. We have delivered a comprehensive programme of disability awareness training and have become holders of the Disability Symbol (two-ticks – positive about disability) quality mark.

We have already commenced joint equality work with our colleagues in the New Opportunities Fund and we look forward to building on our achievements to date in the Big Lottery Fund.

## Section six

### Promoting equality as an employer

In line with the requirements of the Race Relations (Amendment) Act 2000, key findings and planned action from employment data collected during the period April 2003 – March 2004 are presented below.

#### Ethnic profile of Community Fund



The results indicate that Community Fund has an ethnically diverse workforce.

#### Comparison to last report

The profile of staff ethnicity is similar to last year. The proportion of BME (black and minority ethnic) staff has continued to increase, which is a positive trend.

#### Other key findings: staff leaving Community Fund

The ethnic profile of staff that have left Community Fund in the past year is directly proportionate to the ethnic profile of staff within the organisation.

Last year's report showed that the proportion of BME leavers, and particularly black leavers, was marginally greater than the proportion of BME staff in the workforce. From this year's data it can be seen that this is no longer an issue.

## Section seven

### Register of interests

#### Welsh Language scheme

In accordance with the Welsh Language Act 1993 we have a published Welsh Language scheme, approved by the Welsh Language Board, which details how we provide an equitable service to English and Welsh speaking members of the public. We recognise that enabling people to engage with the organisation through their preferred language is a matter of equality of opportunity and good practice.

Staff at the Wales office monitor the implementation of the Welsh Language Scheme and the Director for Wales submits an annual report to the Welsh Language Board on our performance against the published targets.

Notable achievements during 2003/04 were:

- The Community Fund's website was commended for good practice in a report on bilingual websites published by the Welsh Language Board
- Welsh Language applications were assessed and monitored by bilingual Grants Officers to ensure equality within the grant making process
- Additional material regarding grants awarded in Wales was published bilingually on our website to enhance the service to users
- No complaints were received regarding our Welsh Language provision.

Staff from the Community Fund and the New Opportunities Fund are in the process of developing a new Welsh Language scheme for the Big Lottery Fund which will build on the strengths and experiences gained from the previous Welsh Language Schemes.

We require all Community Fund Board and committee members, staff, assessors and members of advisory panels to declare any relevant interests under our code of ethics. The register of declared interests and hospitality declarations are available for public inspection by writing to the Director, Finance and Corporate Services.

#### Transparency and accountability

We are covered by the procedures of the Parliamentary Ombudsman. There were no investigations in 2003/04.

We also operate the Government's Code on Access to Information. We did not receive any requests for information during 2003/2004.

## Section eight Contacting us

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Our Scotland office will be relocating to new offices in December 2004 and the new contact details will be available on our website closer to the time.

### Northern Ireland office

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 Telephone: 0121 200 3500  
 Textphone: 0121 212 3523  
 Fax: 0121 212 3081  
 Email: enquiries.wm@biglotteryfund.org.uk

### Eastern

2nd Floor  
 Elizabeth House  
 1 High Street  
 Chesterton  
 Cambridge CB4 1YW  
 Telephone: 01223 449000  
 Textphone: 01223 352041  
 Fax: 01223 312628  
 Email: enquiries.ea@biglotteryfund.org.uk

### London

Camelford House  
 89 Albert Embankment  
 London SE1 7UF  
 Telephone: 020 7587 6600  
 Textphone: 020 7587 6620  
 Fax: 020 7587 6610  
 Email: enquiries.lon@biglotteryfund.org.uk

Our London office will be relocated to the corporate office at Plough Place in early 2005. New contact details will be available on our website nearer the time.

### South East

3rd Floor  
 Dominion House  
 Woodbridge Road  
 Guildford  
 Surrey GU1 4BN  
 Telephone: 01483 462900  
 Textphone: 01483 568764  
 Fax: 01483 569764  
 Email: enquiries.se@biglotteryfund.org.uk

### South West

Beaufort House  
 51 New North Road  
 Exeter EX4 4EQ  
 Telephone: 01392 849700  
 Textphone: 01392 490633  
 Fax: 01392 491134  
 Email: enquiries.sw@biglotteryfund.org.uk

## Section nine

### Board and Committee members

The Community Fund has a Board with 17 members including the Chair, Diana Brittan, and Deputy Chair, Valerie Strachan.

Northern Ireland, Scotland and Wales have their own grant-making committees, whose chairs work closely with the Director for each country. Each England region has a regional committee and those chairs work closely with the managers for each region. Some chairs are also Board members. Strategic grants over three or more, England regions or more than one country are considered by the Strategic grants committee. This is a Board level committee and also deals with the Research grants and International grants programmes.

The Secretary of State for Culture, Media and Sport appoints all Board members.

The following table details the Board members who served during the financial year and outlines the chairs of each of our committees. All Board members served for the full year. Two vacancies were carried during the year. The Secretary of State invited all Board members to remain in office until the new co-terminous Board was appointed for the Community Fund and New Opportunities Fund as part of the administrative merger, in some cases beyond their initial term of office. The new co-terminous Board is listed on the next page and came into being on 1 June 2004.

**Diana Brittan, DBE (Chair)**

Policy committee, Strategic Grants Committee

**Valerie Strachan, DCB (Deputy Chair)**

Resources committee

**Elaine Appelbee** (England member)

**Steven Burkeman** (England member)

**Jeff Carroll** (Wales member)

Wales committee

**Paul Cavanagh** (Northern Ireland member)

**Douglas Graham** (Scotland member)

Audit committee

**Kay Hampton** (Scotland member)

Scotland committee

**Taha Idris** (Wales member)

**Professor James Kearney** (Northern Ireland member)

Northern Ireland committee

**Sheila Jane Malley** (Northern Ireland member)

**Richard Martineau** (England member)

**Carole Tongue** (England member)

**Elisabeth Watkins** (Wales member)

**Benjamin Whitaker** (England member)



## Big Lottery Fund Board Members from 1 June 2004

### **Sir Clive Booth**

Chair

### **Valerie Strachan, DCB**

Deputy Chair

### **Dr Samuel Burnside**

Northern Ireland Board Member

### **David Campbell**

Scotland Board Member

### **Paul Cavanagh**

Northern Ireland Board Member

### **Tom Davies**

Wales Board Member

### **Roland Doven**

General Board Member

### **Breidge Gadd**

Northern Ireland Board Member

### **John Gartside**

General Board Member

### **Douglas Graham**

Scotland Board Member

### **Taha Idris**

Wales Board Member

### **Dugald Mackie**

General Board Member

### **John Naylor**

Scotland Board Member

### **Esther O'Callaghan**

General Board Member

### **Anna Southall**

General Board Member

### **Huw Vaughan Thomas**

Wales Board Member

### **Diana Whitworth**

General Board Member

## Section ten

# Annual accounts for the financial year ended 31 March 2004

### Foreword to the accounts

The Community Fund - the operating name of the National Lottery Charities Board - was created by the National Lottery etc. Act 1993 and was established on 1 August 1994. The Community Fund works at arms length from the Government and has the status of a non-departmental public body. As such it is regulated in accordance with the Management Statement and Financial Directions, the Statement of Financial Requirements and the Policy Directions issued by the Secretary of State for Culture, Media and Sport.

The organisational structure of the Community Fund is a governing Board that consists of a Chair and 16 members. The names of the Board members who have served at any time during the financial year and any changes between the end of the financial year and the date the accounts were approved are contained elsewhere in this publication.

In February 2003, the Secretary of State for Culture, Media and Sport asked the Community Fund and the New Opportunities Fund to come together to create a new Lottery distributor, building on the strengths of both existing bodies. In December 2003, Stephen Dunmore was appointed Chief Executive of both bodies and started to put together a joint management team to lead the new distributor.

### Results for the year

The Community Fund received £224 million in Lottery income and interest during the year and awarded grants of £262 million. At year end there were £400 million hard grant commitments for offers accepted and awaiting payment with a further £38 million soft grant commitments for awards awaiting acceptance. The total of grant commitments outstanding was £438 million compared to a balance in the National Lottery Distribution Fund of £213 million. The Community Fund monitors levels of Lottery income closely and the level of grant commitments outstanding is considered prudent based on past and projected income flows.

After deducting £28 million spent on operations, the Community Fund had a deficit of £54 million in the year, which has been added to the £123 million cumulative net deficit from previous years and carried forward.

In accordance with its policy, the Community Fund's balance in the NLDF has continued to decline from £300 million at the beginning of the financial year to £213 million at the year end. The target NLDF balance is in the range of 3 - 6 months of annual income (see note 1.3).

### Review of activities and future developments

The principal activity of the Community Fund is to give grants mainly to help meet the needs of those at greatest disadvantage in society and also to improve the quality of life in the community. During 2003/2004 the Community Fund continued to make awards, pay out grants and monitor grant recipients' compliance with terms and conditions of grant. The Community Fund also continued to administer the Awards for All schemes in England, Scotland, Wales and Northern Ireland on behalf of other Lottery distributors and carried out grant assessment and management of the out of school hours childcare and childcare programmes on behalf of the New Opportunities Fund.

In the next financial year the Community Fund operating as Big Lottery Fund will continue the delivery of the Community Fund's current grant programmes.

### Fixed assets

The movements on fixed assets during the year are set out in note 8 to the financial statements. During the year fixed asset additions amounted to £0.4 million, which related mainly to the refurbishment of some leased offices.

### Post balance sheet events

There have been no significant events having a financial impact on these annual accounts between 31 March 2004 and the signing of these financial statements. On 1 June 2004 the Big Lottery Fund was launched with a new chair and Board of 16 members. The Big Lottery Fund is the joint operating name of the Community Fund and the New Opportunities Fund.

### Employees

The Community Fund is committed to equal opportunity and this is described in greater detail elsewhere in this publication. In line with the Community Fund's commitment to equal opportunities in its employment practices particular help and assistance will be given to employees with disabilities and to employees who may develop a disability.

The Community Fund involves employees in decisions that may affect their health, safety and welfare through a national negotiating team that brings together representatives of management, and trade unions in a working environment. The Community Fund recognises the trade union Amicus MSF for consultation and collective bargaining and has established appropriate consultative machinery to support this.

### Statement of payment policy and practice

It is the Community Fund's policy to abide by the Department of Trade and industry's (DTI) "Better Payment Practice Code" and in particular to pay bills in accordance with contract terms. During the year to 31 March 2004 89 percent (2002/03 80 per cent) of invoices were paid within 30 days.

### Euro

The Community Fund has assessed the impact of the Euro on its operations. The introduction of the Euro is not expected to have a material effect on the Community Fund's operations or its relationships with customers and suppliers.

### Auditors

Under the National Lottery etc. Act 1993 the Community Fund is required to have its annual financial statements examined and certified by the Comptroller and Auditor General. Therefore, the National Audit Office acts as auditor to the Community Fund.

By order of the Board.



**Stephen Dunmore**  
Chief Executive and  
Accounting Officer of the  
Community Fund  
11 October 2004



**Sir Clive Booth**  
Chair of the  
Community Fund

## Section ten

### Statement of Board's and Chief Executive's responsibilities

Under Section 39(1) of the National Lottery etc. Act 1993, the Community Fund is required to prepare a statement of accounts for the financial period in the form and on the basis directed by the Secretary of State for the Department for Culture, Media and Sport with the consent of the Treasury.

The financial statements are prepared on an accruals basis and must show a true and fair view of the Community Fund's state of affairs at the year end and of its income and expenditure and cash flows for the financial year.

In preparing the accounts the Board Members are required to:

- observe the accounts directions issued by the Secretary of State, including the relevant accounting and disclosure requirements and apply suitable accounting policies on a consistent basis
- make judgements and estimates on a reasonable basis
- state whether applicable accounting standards have been followed, and disclose and explain any material departures in the financial statements
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Community Fund will continue in operation.

The Accounting Officer for the Department for Culture, Media and Sport has designated the Chief Executive of the Community Fund as the Accounting Officer for the Community Fund. The Chief Executive's relevant responsibilities as Accounting Officer, including responsibility for the propriety and regularity of the public finances and for the keeping of proper records, are set out in the Non-Departmental Public Bodies' Accounting Officers' memorandum issued by the Treasury and published in Government Accounting, and in the Financial Directions issued by the Secretary of State for the Department for Culture, Media and Sport under s26(3) of the Act.

#### **Stephen Dunmore**

Chief Executive

11 October 2004

## Statement on internal control

### Scope of responsibility

As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of the Community Fund's policies, aims and objectives, while:

- safeguarding the public funds and assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Government Accounting; and
- ensuring compliance with the requirements of the Community Fund's Management Statement, Financial Directions and Statement of Financial Requirements. These are drawn up by the Department for Culture, Media and Sport and provide the broad control framework within which the Community Fund is required to operate.

### The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise risks to the achievement of the Community Fund's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in the Community Fund for the year ended 31 March 2004, and up to the date of approval of the annual report and accounts, and accords with Treasury guidance.

### Capacity to handle risk

The Community Fund has an established risk management policy, which outlines the responsibilities of the Board, the Accounting Officer and other specific Directors and officers. In accordance with that policy, a risk management review team exists that validates the contents of the corporate risk register and which establishes the risk appetite of the Community Fund. The review team comprises the Chief Executive and other directors.

The corporate risk register identifies "risk owners" who are responsible for reviewing and evaluating their risk areas and determining appropriate responses to new risks. Risk management is a fundamental part of the role of directors and senior managers. The head of operations development provides support to managers, and during the year further guidance has been issued to all staff on the specific issue of reputational risk.

### The risk and control framework

Following on from previous work by Board members, management and staff, the Community Fund has identified the specific risks in achieving its objectives. The potential impact of each risk and the likelihood of it being realised has been assessed and appropriate controls to mitigate these risks have been determined. This has all been recorded in the corporate risk register, which is reviewed half-yearly by the risk management review team.

The Community Fund is currently merging with the New Opportunities Fund to form a new Lottery distributor; the Big Lottery Fund. The merger process has been identified as being a key risk and management and control frameworks have been put in place to ensure that the integration of functions is properly managed and controlled.

## Section ten

A new corporate risk register is being developed for the Big Lottery Fund. This will incorporate new risks and those that are common to both organisations. Board members of the new distributor will endorse the new risk register.

### Review of effectiveness

As Accounting Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers within the Community Fund who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports. I have been advised on the implications of the results of my review of the effectiveness of the system of internal control by the Board and the audit committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

The key elements of the system of internal control for the year were:

- 1 A Board, which meets every two months to consider the strategic direction of the Community Fund. The Board comprises a chair and 16 non-executive members and is attended by the members of the management team.
- 2 A management team, made up of the directors of the Community Fund and which considers the plans and operations of the Community Fund and compliance with Policy and Finance Directions and the Management Statement.
- 3 An Audit committee that meets to consider matters raised by the National Audit Office (the Community Fund's external auditors), the Head of Internal Audit, and other reports relating to internal control issues and risk management, including the corporate risk register. The Chair of the Audit committee reports to the Board on the matters discussed by the committee.
- 4 A risk management process as described above.
- 5 An Internal Audit Unit that operates to standards defined in the Government Internal Audit Manual. The work of internal audit is informed by the corporate risk register and an analysis of the risk to which the Community Fund is exposed. The annual audit plans are based on this analysis and are approved by the Accounting Officer and endorsed by the Audit Committee. The Head of Internal Audit meets regularly with the Accounting Officer and on an annual basis meets with the Audit Committee with no other officers present. The Head of Internal Audit provides an annual assurance report to me, which includes his independent opinion on the adequacy, reliability and effectiveness of the Community Fund's internal control system.
- 6 The Community Fund also has a well-established and documented framework of controls to govern all areas of the Community Fund's operations. This includes: management accounting and financial reporting; procedures for the assessment of applications and management of grants awarded; a documented system of delegation and accountability; and, documented human resource procedures.

## **Compliance**

The Community Fund has implemented procedures throughout the organisation to ensure that the requirements of the Financial Directions are followed. The Internal Audit Unit checks on a sample basis that all offices and departments are following the agreed procedures, and ensure that the procedures are properly documented and disseminated.

The Community Fund maintains a register of interests for all Board and committee members and all Community Fund staff. A process to deal with conflicts of interest is in place for decision-making committee meetings and procedures exist to prevent any member of staff from assessing a grant application from an organisation they are connected with.

It is my opinion that the Community Fund has made sufficient arrangements to ensure compliance with the requirements of our Management Statement and Finance Directions.

### **Stephen Dunmore**

Chief Executive and Accounting Officer  
of the Community Fund  
11 October 2004

## Section ten

### The certificate and report of the Comptroller and Auditor General to the Houses of Parliament and the Scottish Parliament

I certify that I have audited the financial statements on pages 46 to 66 under the National Lottery etc Act 1993 (as amended by the National Lottery Act 1998). These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on pages 49 to 51.

### Respective responsibilities of the Community Fund, the Chief Executive and Auditor

As described on page 40, the Community Fund and Chief Executive are responsible for the preparation of the financial statements in accordance with the National Lottery etc Act 1993 (as amended) and directions made thereunder by the Secretary of State for Culture, Media and Sport, with the consent of HM Treasury, and for ensuring the regularity of financial transactions. The Community Fund and Chief Executive are also responsible for the preparation of the Foreword and other contents of the Annual Report. My responsibilities, as independent auditor, are established by statute and I have regard to the standards and guidance issued by the Auditing Practices Board and the ethical guidance applicable to the auditing profession.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the National Lottery etc Act 1993 (as amended) and directions made thereunder, and whether in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. I also report if, in my opinion, the Foreword is not consistent with the financial statements, if the Community Fund has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. I consider the implications for my certificate if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

I review whether the statement on pages 41 to 43 reflects the Community Fund's compliance with Treasury's guidance on the Statement on Internal Control. I report if it does not meet the requirements specified by Treasury, or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered whether the Accounting Officer's Statement on Internal Control covers all risks and controls. I am also not required to form an opinion on the effectiveness of the Community Fund's corporate governance procedures or its risk and control procedures.



### Basis of audit opinion

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Community Fund and Chief Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Community Fund's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error, or by fraud or other irregularity and that, in all material respects, the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. In forming my opinion I have also evaluated the overall adequacy of the presentation of information in the financial statements.

### Opinion

In my opinion:

- the financial statements give a true and fair view of the state of affairs of the Community Fund at 31 March 2004 and of the deficit, total recognised gains and losses and cash flows for the year then ended and have been properly prepared in accordance with the National Lottery etc Act 1993 (as amended by the National Lottery Act 1998) and directions made thereunder by the Secretary of State for Culture, Media and Sport
- in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

I have no observations to make on these financial statements.

### John Bourn

Comptroller and Auditor General

National Audit Office  
157-197 Buckingham Palace Road  
Victoria  
London SW1W 9SP

Date: 14 October 2004

## Income and expenditure account For the year ended 31 March 2004

	Note	Year ended 31 March 2004 £'000	Year ended 31 March 2003 £'000
<b>Income</b>			
Proceeds from the National Lottery	10	216,474	229,461
Investment income from the National Lottery Distribution Fund	10	8,505	19,779
Decrease/(increase) on loss on revaluation of investment	10	(1,098)	934
Bank interest receivable		369	393
Recoveries of grant		2,607	2,309
Other income		5,047	4,749
<b>Total Income</b>		<b>231,904</b>	<b>257,625</b>
<b>Expenditure</b>			
Grant commitments made	13	272,294	288,237
Less lapsed or revoked commitments	13	(14,648)	(21,263)
		<b>257,646</b>	<b>266,974</b>
<b>Administration costs</b>			
Employee remuneration costs	2	16,544	14,517
Board member remuneration costs	3	183	190
Other operating charges	4	10,739	12,053
Depreciation	8	967	1,126
<b>Total administration costs</b>	5	<b>28,433</b>	<b>27,886</b>
<b>Deficit before taxation</b>		<b>(54,175)</b>	<b>(37,235)</b>
<b>Taxation</b>	7	<b>(81)</b>	<b>(88)</b>
<b>Deficit for the period</b>		<b>(54,256)</b>	<b>(37,323)</b>
<b>Retained deficit</b>			
Brought forward at 1 April 2003		(123,066)	(85,743)
Deficit for the period		(54,256)	(37,323)
<b>Retained deficit at 31 March 2004</b>		<b>(177,322)</b>	<b>(123,066)</b>

The Community Fund has no recognised gains and losses other than those above and consequently no separate statement of total recognised gains and losses has been presented. There are no discontinued activities.

The notes on pages 49 to 66 form part of these accounts.

## Balance sheet as at 31 March 2004

	Note	Year ended 31 March 2004 £'000	Year ended 31 March 2003 £'000
Fixed assets			
Tangible fixed assets	8	1,258	1,781
Current assets			
Debtors and prepayments	9	4,045	4,066
Cash at bank and in hand		6,458	6,912
Investment balance in National Lottery Distribution Fund	10	213,250	299,551
		<u>223,753</u>	<u>310,529</u>
Creditors: amounts falling due within one year			
Creditors	11	(2,127)	(2,021)
Grants committed for payment	13	(235,524)	(251,922)
		<u>(237,651)</u>	<u>(253,943)</u>
Net current (liabilities) / assets		<u>(13,898)</u>	<u>56,586</u>
Total assets less current liabilities		<u>(12,640)</u>	<u>58,367</u>
Creditors: amounts falling due after one year			
Grants committed for payment	13	(164,336)	(181,269)
Provisions for liabilities and charges	12	(346)	(164)
Total net (liabilities)		<u>(177,322)</u>	<u>(123,066)</u>
Represented by:			
Retained income		<u>(177,322)</u>	<u>(123,066)</u>

Signed on behalf of the Community Fund Board who approved the annual accounts on 11 October 2004.

### Stephen Dunmore

Chief Executive and Accounting Officer of the Community Fund

### Sir Clive Booth

Chair of the Community Fund

The notes on pages 49 to 66 form part of these accounts.

## Cash flow statement to 31 March 2004

	Note	Year ended 31 March 2004 £'000	Year ended 31 March 2003 £'000
Operating activities			
Funds drawn down from the National Lottery Distribution Fund		310,182	352,214
Other income		4,138	3,760
Recoveries of grant and cash from other sources		2,607	2,309
Payments to suppliers		(10,212)	(13,125)
Payments to and on behalf of employees		(16,024)	(14,706)
Payments to grant recipients		(290,977)	(328,575)
Net cashflow from operating activities	15	(286)	1,877
Returns on investments and servicing of finance			
Bank interest received		369	393
Capital expenditure			
Payments to acquire tangible fixed assets		(448)	(682)
Taxation			
Tax paid on interest received		(89)	(77)
(Decrease) / Increase in cash		(454)	1,511
Change in funds resulting from cashflow			
Cash at 31 March 2004		6,458	6,912
Less cash at 1 April 2003		(6,912)	(5,401)
Movement		(454)	1,511

The notes on pages 49 to 66 form part of these accounts.

# Notes to the accounts

## 1. Statement of accounting policies

### 1.1 Accounting convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of fixed assets at their value to the business by reference to their current cost. The accounts have been prepared in a form directed by the Secretary of State for Culture, Media and Sport with the consent of Treasury in accordance with Section 43D(2) of the National Lottery etc Act 1993 (as amended by the National Lottery Act 1998).\*

Whilst the Community Fund's Accounts Directions require the inclusion of Fixed Assets at their value to the business by reference to current costs, for 2003/04 the Community Fund does not believe that these values are materially different to the historic costs shown in the Balance Sheet. Without limiting the information given, the accounts meet the accounting and disclosure requirements of the Companies Act and Accounting Standards issued by the Accounting Standards Board insofar as they are appropriate.

### 1.2 Going concern

The financial statements have been prepared on a going concern basis. The grant commitments for future years have been entered into taking account of income forecasts provided by the Department for Culture, Media and Sport. Grant commitments can extend over several years. The Community Fund plans its grant offers so that the projected cash outflow in each future year remains within the expected cumulative income from the Lottery, leaving a reasonable margin for contingency. The Board members believe that they have taken a conservative view of future income. Nevertheless, they assume as a matter of public policy, the continued operation of the Lottery and the maintenance of Community Fund's percentage of the National Lottery Distribution as set out in sections 21 to 23 of the Act, as amended by the National Lottery Act 1998.

### 1.3 National Lottery Distribution Fund

Balances held in the National Lottery Distribution Fund (NLDF) remain under the stewardship of the Secretary of State for Culture, Media and Sport. However, the share of these balances attributable to the Community Fund is as shown in the accounts and, at the Balance Sheet date, had been certified by the Secretary of State for Culture, Media and Sport as being available for distribution by the Community Fund in respect of current and future commitments.

The Community Fund aims to keep NLDF balances at a prudent level that will maximise the value distributed as grants, providing the Community Fund continues to have sufficient assurance that this will neither compromise existing commitments nor unreasonably constrain its ability to make future commitments. The Community Fund has agreed that from 2005/06 the long-term NLDF target is to keep balances in the range of three to six months of annual income. This is considered to be the lowest prudent level for the NLDF to ensure commitments can be met after due consideration of the uncertainties of forecasting income over the next three years. The targets for three years were as follows: by 31 March 2004 an NLDF balance of £230 million; 2005 £115 million; 2006 £50-£100 million. The targets are based on income forecasts provided by DCMS and allow for the impact of the proposed Olympic Lottery.

### 1.4 Fixed assets

Fixed assets are capitalised in the Balance Sheet at their historic cost value rather than by reference to current costs, as these are not considered to be materially different. Items costing less than £2,000 are written off to the Income and Expenditure Account in the year of purchase. The Community Fund does not capitalise software development costs.

\*A copy of the Accounts Directions issued by the Department for Culture, Media and Sport on 10 June 2002 is available on written request to the Community Fund, 1 Plough Place, London EC4A 1DE.

## Notes to the accounts

Depreciation is provided at rates calculated to write off the valuation of the assets on a straight line basis over their estimated useful lives as follows:

Fixtures and fittings	The lower of four years or remaining life of the lease where appropriate
Office equipment	Four years
IT equipment	Three years

### 1.5 Pension fund

Employees are covered by the provisions of the Principal Civil Service Pension Scheme (PCSPS) which is an unfunded multi-employer defined benefit scheme. Although the Scheme is a defined benefit scheme, liability for payment of future benefits is a charge on the PCSPS. The Community Fund pays a charge for each employee calculated on an accruing basis. Pension benefits are provided through the PCSPS. From 1 October 2002, staff who are members of the scheme can be in one of three statutory based 'final salary' defined benefit schemes (classic, premium, and classic plus). New entrants after 1 October 2002 may choose between membership of the premium scheme or can join a good quality 'money purchase' stakeholder based arrangement with a significant employer contribution (partnership pension account). The differences between the schemes can be found on the [www.civilservice-pensions.gov.uk](http://www.civilservice-pensions.gov.uk) website.

For a small number of staff the Community Fund makes contributions of 15 per cent of salary in respect of the private and personal pension scheme of their choice. From 1996/97, following Treasury advice, the contribution rate for new personal pension schemes was reduced to three per cent.

### 1.6 Operating leases

The costs of operating leases held by the Community Fund are charged to the Income and Expenditure Account in the period to which they relate on a straight-line basis.

### 1.7 Grant commitments Grant offers and commitments

The Accounts Direction issued by the Department for Culture, Media and Sport requires a distinction to be made between soft commitments and hard commitments.

Hard commitments are defined as the grant sum payable over the life of a scheme on which the Community Fund has a written contractual agreement with the applicant. Hard commitments are charged to the income and expenditure in the year that the contracts are signed. Hard commitments are shown on the Balance Sheet as a creditor, the balance being reduced as payments to grant recipients are released.

Soft commitments are defined as an agreement in principle by the Community Fund to fund a scheme and an offer of grant made to the applicant, which the applicant has yet to formally accept. These are shown as a note to the accounts but are not treated as part of the Income and Expenditure Account.

### Grants repaid and recovered

The Community Fund's conditions of grant permit the recovery and repayment of grants paid. This can arise when the grant holder fails to comply with the terms and conditions or where the actual expenditure by a grantee falls below a grant that has been paid based on estimated costs.

## **Grant transfers**

Grant transfers are required when existing grant recipients change their constitution during the year. As the new organisation is a new legal entity this requires the old grant to be revoked and a new grant to be applied for and awarded.

### **1.8 Third party assets**

The Community Fund holds as custodian certain assets belonging to third parties. These assets represent bank balances of £2.7 million held on behalf of other Lottery distributors to fund awards made under the Awards for All schemes. There is also £3.1 million to fund awards made under the New Opportunities Fund childcare grant programmes. These are not recognised in the accounts since the Community Fund has no direct beneficial interest in them.

### **1.9 Grant management – joint schemes**

Where the Community Fund has entered into a joint scheme, as defined in the National Lottery Act 1998, hard commitments made through the joint scheme are accounted for on the basis of the Community Fund's share in the scheme.

### **1.10 Notional cost of capital**

From 1 April 2002 HM Treasury removed the requirement for a notional cost of capital charge to be calculated on assets funded by the Lottery.

## Notes to the accounts

### 2. Staff numbers and cost

Employee costs were as follows:

	Year ended 31 March 2004	Year ended 31 March 2003
	£'000	£'000
Wages & salaries	13,728	12,150
Social security costs	1,079	855
Pension costs	1,737	1,512
	<u>16,544</u>	<u>14,517</u>

The average number of employees (excluding temporary staff) working for the Community Fund during the year was made up as follows:

	Year ended 31 March 2004	Year ended 31 March 2003
	Average number of employees	Average number of employees
Managerial	26	26
Support staff	221	210
Grant staff	184	175
Community Fund business	431	411
Other distributors*	87	82
Total employees	<u>518</u>	<u>493</u>

\* The Community Fund employs staff to process applications and manage grants on behalf of other Lottery distributors under the Awards for All and NOF Childcare schemes

	Remuneration, including performance bonus, at 31 March 2004	Real increase in pension at 60	Total accrued pension at 60 as at 31 March 2004	Cash equivalent transfer value (CETV) at 31 March 2004 (or date of leaving)	Real increase in CETV after adjustment for inflation and changes in market investment factors
2003 comparatives shown in brackets	£'000	£'000	£'000	£'000	£'000
Stephen Dunmore (Chief Executive) from 1 December 2003	15 – 20 (0)	0 (0)	0	0 (0)	0
Richard Buxton (Chief Executive) – to 30 November 2003	145 – 150 <sup>1</sup> (105 – 110)	20 – 22.5 plus 65 – 67.5 lump sum	20 – 25 plus 70 – 75 lump sum	331 (23)	44
Ceri Doyle (Director, Wales) from 29 March 2004	0 (0)	0	0	0 (0)	0



	Remuneration, including performance bonus, at 31 March 2004	Real increase in pension at 60	Total accrued pension at 60 as at 31 March 2004	Cash equivalent transfer value (CETV) at 31 March 2004 (or date of leaving)	Real increase in CETV after adjustment for inflation and changes in market investment factors
2003 comparatives shown in brackets	£'000	£'000	£'000	£'000	£'000
David Fielding (Director of Corporate Services) – to 31 May 2004	105–110 <sup>1</sup> (55–60)	0–2.5 plus 0–2.5 lump sum	0–5 plus 5–10 lump sum	32 (23)	7
Richard Gutch (Director England & Strategic Programmes) – to 31 January 2004	75–80 (75–80)	5–7.5 plus 20–22.5 lump sum	25–30 plus 85–90 lump sum	520 <sup>2</sup> (398)	0
Adrienne Kelbie (Director of Operations)	80–85 (60–65)	0–2.5 plus 2.5–5 lump sum	5–10 plus 20–25 lump sum	65 (53)	8
Ann McLaughlin (Director for Northern Ireland) – to 15 February 2004	Ms McLaughlin has not confirmed consent to disclose her remuneration.				
Dr Will Miller (Director of Resources) – to 5 May 2004	Dr Miller has declined to disclose his remuneration.				
Gerald Oppenheim (Director, Planning and Performance)	85–90 (75–80)	0–2.5 plus 5–7.5 lump sum	30–35 plus 90–95 lump sum	467 (409)	39
Andrew Pearce (Director for Wales) – to 26 March 2004	65–70 <sup>1</sup> (35–40)	0	0	0	0
Vanessa Potter (Director, Policy & External Relations) from 1 January 2004	0 (0)	0	0	0 (0)	0
Walter Rader (Director, Northern Ireland) from 1 December 2003	0 (0)	0	0	0 (0)	0

<sup>1</sup> These Directors received settlements under the terms of the Civil Service Compensation Scheme agreed by the Board. The figure for David Fielding includes remuneration accrued up to his leaving date.

<sup>2</sup> Richard Gutch received an early retirement package under the terms of the Civil Service compensation scheme which enhanced the value of his pension.

## Notes to the accounts

The current Chief Executive was appointed from 1 December 2003 to the role of joint Chief Executive of the Community Fund and New Opportunities Fund. His remuneration, including all pension entitlements, for the part of his service contract with the New Opportunities Fund is disclosed in that organisation's accounts. The Chief Executive's contract expires one day after appointment of the Chief Executive of the Big Lottery Fund. The Chief Executive is subject to the Community Fund's standard terms and conditions of employment.

During the year Directors were appointed to the Senior Management Team of the Big Lottery Fund, the joint management team for the Community Fund and New Opportunities Fund. Directors employed by the Community Fund are on permanent employment contracts, which allow for them to provide services to the New Opportunities Fund, and which are subject to the Community Fund's standard terms and conditions of employment.

The Directors of Wales, Policy and External Relations and Northern Ireland are employed by the New Opportunities Fund under contracts that allow for them to provide services to the Community Fund. Their remuneration is disclosed in that organisation's accounts.

The Director England and Strategic Programmes and the Director of Planning and Performance have brought forward years of service from previous employment within the same scheme.

Pension benefits are provided through the Principal Civil Service Pension Scheme. Further pension disclosures are made in note 17. Column four of the above table shows the member's cash equivalent transfer value (CETV) accrued at the beginning and the end of the reporting period. Column 5 reflects the increase in CETV effectively funded by the employer. It takes account of the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

A CETV is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in the former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. The CETV figures, and from 2003/2004 the other pension details, include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the CSP arrangements and for which the CS Vote has received a transfer payment commensurate to the additional pension liabilities being assumed. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETV's are calculated within the guidelines prescribed by the Institute and Faculty of Actuaries.

### 3. Board member information

All Board members are entitled to receive remuneration for the time spent on the activities of the Community Fund. These activities, for which Board members can claim fees, mainly consist of meetings in the Community Fund's head office in London or in other Community Fund offices. The Community Fund reimbursed the travel and subsistence expenses of Board members and met the tax liability on these expenses. No Board member received contributions to pension. The remuneration of those Board members that received payment, including reimbursement of taxable expenses and the tax thereon falls into the following bands:

	Year ended 31 March 2004 £'000		Year ended 31 March 2003 £'000	
	Remuneration	Expenses	Remuneration	Expenses
Diana Brittan (Chair)	25 – 30	5 – 10	25 – 30	5 – 10
Dame Valerie Strachan	15 – 20	0 – 5	15 – 20	0 – 5
Jimmy Kearney	5 – 10	15 – 20	5 – 10	10 – 15
Jeff Carroll	5 – 10	5 – 10	5 – 10	5 – 10
Kay Hampton	5 – 10	0 – 5	5 – 10	10 – 15
Richard Martineau	5 – 10	0 – 5	5 – 10	0 – 5
Benjamin Whitaker	5 – 10	0 – 5	0 – 5	0 – 5
Sheila Jane Malley	0 – 5	0 – 5	0 – 5	0 – 5
Carol Tongue	0 – 5	0 – 5	0 – 5	0 – 5
Taha Idris	0 – 5	5 – 10	-	-
Paul Cavanagh	0 – 5	0 – 5	0 – 5	0 – 5
Elaine Appelbee	0 – 5	0 – 5	5 – 10	0 – 5
James Strachan	0 – 5	-	0 – 5	-
Lorne MacLeod	0 – 5	-	0 – 5	5 – 10
Steven Burkeman	-	5 – 10	-	5 – 10
Douglas Graham	-	5 – 10	-	10 – 15
Elisabeth Watkins	-	0 – 5	-	0 – 5
Rhiannon Bevan	-	-	0 – 5	0 – 5

All Board members are appointed for three years, in the first instance, by the Secretary of State. They are not members of the pension scheme utilised by the Community Fund. No contributions were made by the Community Fund to a pension scheme on the Board members' behalf.

The Secretary of State invited all Board members to remain in office until the Board of the Big Lottery Fund, the new Joint Board for the Community Fund and the New Opportunities Fund, is appointed. In some cases this takes them beyond their current term of office. Diana Brittan stepped down as Chair of the Community Fund on 31 May 2004. Sir Clive Booth became the Chair of the Big Lottery Fund from 1 June 2004

## Notes to the accounts

### 4. Other operating charges

Included in other operating charges are:

		Year ended 31 March 2004 £'000		Year ended 31 March 2003 £'000
Travel, subsistence and other expenses (excluding Board Members)				
Staff	783		755	
Regional Awards Committees	35		42	
Hospitality	43	861	36	833
Auditors remuneration		41		41
Operating lease payments		1,286		1,711
Irrecoverable VAT		1,796		1,482
Other		6,755		7,986
		<u>10,739</u>		<u>12,053</u>

### 5. Total operating expenses

Analysis of operating expenditure

		Year ended 31 March 2004 £'000		Year ended 31 March 2003 £'000
Effective grant making	22,664	80%	23,419	84%
Governance and administration	4,382	15%	3,569	13%
Supporting the voluntary sector	1,387	5%	898	3%
Total administrative expenditure	<u>28,433</u>	100%	<u>27,886</u>	100%

**Effective grant making** is the work required to run the Community Fund's grant programmes and decision-making processes. This includes the costs of the regional and country offices, assessing applications, reviewing programme areas and priorities, managing and monitoring awards, the regional and country committees and IT systems needed to support grant making.

**Governance and administration** is the work required to run the Community Fund as a legal entity. This includes the costs of the Board and non-grant making Committees, Chief Executive's office, internal audit and some aspects of the corporate service departments.

**Supporting the voluntary sector** includes the work of initiatives linked to the strategic priorities aimed at developing stronger links between grant holders working in certain areas and increasing the impact of the Community Fund in ways such as fair share or outreach, and the work of development officers.

## 6. Financial performance indicator

The Community Fund aims to keep operating costs below 10% of income. The basis for measuring this financial performance indicator is:

$$\frac{\text{Administration expenses less costs of administering external programmes} \times 100}{\text{Total income less income from administering external programmes}}$$

Previously we measured this for each individual year; this year we have changed the basis of the measurement period to consider administration expenses compared to income received over the lifetime of the Fund.

Operating costs are 7.3% of income calculated on this basis (2003/04, 7.0%). The increase in this indicator is due to the fall in income from the Lottery and investment income being greater than the increase in administration costs. Under the previous system of measurement, operating costs would have been 10.7% of income (2002/03, 9.1%).

## 7. Corporation tax

The Community Fund pays corporation tax on bank interest received at an effective rate of 22% (prior year 22%). The tax payable is £80,752 (prior year £87,534) this includes £1,104 interest for late payment. Monies held and invested by the National Lottery Distribution Fund on the Community Fund's behalf are not taxable.

## Notes to the accounts

### 8. Tangible fixed assets

	Office equipment £'000	Computer equipment £'000	Fixtures and fittings £'000	Total £'000
At cost				
At 1 April 2003	443	905	5,260	6,608
Additions	13	51	384	448
Disposals	(30)	-	(445)	(475)
At 31 March 2004	426	956	5,199	6,581
Current depreciation				
At 1 April 2003	327	657	3,843	4,827
Charge for the year	70	131	766	967
Disposal	(30)	-	(441)	(471)
At 31 March 2004	367	788	4,168	5,323
Net book value				
At 31 March 2004	59	168	1,031	1,258
At 31 March 2003	116	248	1,417	1,781

### 9. Debtors and prepayments

	As at 31 March 2004 £'000	As at 31 March 2003 £'000
Debtors	1,320	955
Prepayments	2,725	3,111
	4,045	4,066

## 10. Balance held by the National Lottery Distribution Fund

	£'000	£'000
Cost as at 1 April 2003		299,551
Distribution from the National Lottery	216,474	
Investment income earned	8,505	
Cash drawn down	(310,182)	
Net decrease in balance		(85,203)
Cost at 31 March 2004		214,348
Unrealised loss on investment		(1,098)
Market value at 31 March 2004		213,250

At 31 March 2004 the market value of the Community Fund's balance held by the National Lottery Distribution Fund (NLDF) was £213 m.

The funds held in the National Lottery Distribution Fund are managed by the Commissioners for the reduction of national debt (formerly known as the National Debt Commissioners). The Community Fund received 16.7% of the moneys paid by Camelot Group Plc to the National Lottery Distribution Fund after deduction of expenses payable to the consolidated fund for the costs of the Secretary of State for the Department for Culture, Media and Sport in exercising her functions under the Act, the costs of the regulator (the National Lottery Commission) and the costs of the investor (Commissioners for the reduction of national debt). The National Lottery Distribution Fund investment account is revalued before each transaction, either receipt or draw down, and interest apportioned according to a formula based on the balance held by the body as a ratio of the total balance.

## 11. Creditors: amounts falling due within one year

	As at 31 March 2004 £'000	As at 31 March 2003 £'000
Trade creditors	487	1,090
Other creditors	627	170
Accruals and deferred income	933	673
Corporation tax	80	88
	2,127	2,021

## Notes to the accounts

### 12. Provisions for liabilities and charges

	Unavoidable lease payments £'000	Early retirement contributions £'000	Total provisions £'000
Brought forward at 1 April 2003	164	-	164
Charged to administration expenditure in the year	298	50	348
Payments made	(164)	(2)	(166)
Carried forward at 31 March 2004	298	48	346

During the financial year the Community fund vacated its St Vincent's House and Kings House premises in London. On both these properties the lease expires in December 2004 but dilapidations need to be rectified before this date. Also during the year the Community Fund vacated Hildon House, Belfast; this lease could not be cancelled or re-let. FRS12 allows provisions to recognise the best estimate of unavoidable lease payments. The provision in 2002/2003 represented unavoidable lease costs on the vacation of the Community Fund's Edinburgh office; these costs were settled during 2003/2004.

As part of restructuring arising from the administrative merger with the New Opportunities Fund certain eligible staff have agreed to take early retirement. As a result of these agreements the Community Fund is contracted to meet certain pension contributions until the statutory retirement date of these individuals. An estimate of future contributions has been provided for staff who had finalised early retirement agreements prior to 31 March 2004.



### 13. Grant commitments

	Year ended 31 March 2004 £'000		Year ended 31 March 2003 £'000	
Soft Commitments				
Soft commitments brought forward		48,105		52,479
Soft commitments made		262,200		284,981
Lapsed and revoked soft commitments		138		(1,118)
Soft commitments transferred to hard commitments		(272,294)		(288,237)
Soft commitments carried forward		<u>38,149</u>		<u>48,105</u>
Hard Commitments				
Hard commitments brought forward		433,191		494,792
Hard commitments made	272,294		288,237	
Lapsed and revoked hard commitments	(14,648)		(21,263)	
Hard commitments met	<u>(290,977)</u>		<u>(328,575)</u>	
Net movement in hard commitments		<u>(33,331)</u>		<u>(61,601)</u>
Hard commitments carried forward		<u>399,860</u>		<u>433,191</u>
Ageing of hard commitments				
Due for payment within one year		<u>235,524</u>		<u>251,922</u>
Due for payment after one year				
	2005/06	126,965	2004/05	136,823
	2006/07	35,813	2005/06	44,036
	2007/08	1,265	2006/07	369
	2008/09	293	2007/08	41
		<u>164,336</u>		<u>181,269</u>
Total commitments		<u>399,860</u>		<u>433,191</u>

Hard commitments made and lapsed and revoked hard commitments include £8,804,496 of grant transfers (2003/04 £8,452,019) see note 1.7.

### 14. Joint schemes

The Community Fund has signed a Memorandum of Agreement with New Opportunities Fund, Sport England, The Arts Council of England and the Heritage Lottery Fund to fund, from 1 April 2002, a joint pot for Awards for All in England. Included within hard commitments are £9,948,000 million of new grant commitments and £49,000 of grant commitments carried forward at 31 March representing the Community Fund's contribution to the Awards for All, England joint scheme. This scheme is administered by the Community Fund on behalf of all parties to the agreement.

## Notes to the accounts

### 15. Reconciliation of income and expenditure to net cash inflow from operating activities

	Year ended 31 March 2004 £'000	Year ended 31 March 2003 £'000
Deficit before tax	(54,175)	(37,235)
Depreciation of fixed assets	967	1,126
Loss on disposal of fixed assets	4	84
Interest income	(369)	(393)
Net cost from operating activities	<u>(53,573)</u>	<u>(36,418)</u>
Decrease /(Increase) in debtors	21	(1,555)
Decrease in NLDF balance	86,301	102,040
Increase /(Decrease) in creditors	114	(753)
Decrease) in provision for grant commitments	(33,331)	(61,601)
Increase in provisions	182	164
Net cash (outflow)/inflow from operating activities	<u><u>(286)</u></u>	<u><u>1,877</u></u>

### 16. Financial risks

The Community Fund is required to disclose the effect of financial instruments during the period in creating or changing the risks the Community Fund faces in undertaking its role.

#### Liquidity risks

In the year ended 31 March 2004, £216 million (94%) of the Community Fund's income derived from the National Lottery. The remaining income derived from investment returns from the balance held with the National Lottery Distribution Fund £7 million (3%), and from bank interest and other income £8 million (3%).

At 31 March 2004, the Community Fund had net liabilities of £177 million and soft commitments of £38 million. Although the Community Fund has made commitments in excess of its assets, the Board does not consider that the Community Fund is exposed to significant liquidity risks because many of these commitments will not be paid until after the next financial year end. This is because the Community Fund will only allow grant holders to draw down monies once they have proved their need to receive the next tranche of grant funding allocated to them. Due to the timing differences between the date the grant holder accepts the Community Fund's grant offer, and the date the grant holder starts to draw down these monies, the Community Fund is encouraged by the Department for Culture, Media and Sport to over-commit the available funds.

Liquid assets at 31 March 2004	£'000
Market value of NLDF investments	213
Cash	6
	219
Forecast cashflows during 2004/05	
Income from the National Lottery	216
Administration cost payments	(28)
Grant payments	(270)
Forecast liquid assets at 31 March 2005	137

The income forecast assumptions are based upon guidance provided by the Department for Culture, Media and Sport. The forecast grant payments are based upon estimated grant draw down profiles submitted by grant recipients at the time of award.

### Interest rate risks

The financial assets of the Community Fund are invested in the NLDF, which invests in a narrow band of low risk assets such as government bonds and cash. The Board has no control over the investment of funds in the NLDF. At the Balance Sheet date the market value of investment in the NLDF was £300 million. In the year the average return on these investments was 3.1%

Cash balances which are drawn down from the Community Fund to pay grant commitments and operating costs are held in instant access variable rate bank accounts which on average carried an interest rate of 6% in the year. The cash balance at the year-end was £6 million. The Board considers that the Community Fund is not exposed to significant interest rate risks on its cash balances.

### Foreign currency risk

The Community Fund is not exposed to any foreign exchange risks.

## 17. Financial commitments

### Commitments under operating leases

At 31 March 2004, the Community Fund had the following annual commitments under operating leases:

	Leased cars	Land and buildings	As at 31 March 2004	As at 31 March 2003
	£'000	£'000	£'000	£'000
Expiring in less than one year	9	600	609	291
Expiring in one – five years	4	686	690	1,528
Expiring in more than five years	-	473	473	136
	13	1,759	1,772	1,955

### Financial commitments

The amount contracted with Logica CMG Plc at 31 March 2004 but not provided for was £195,755 (prior year £202,480). This was a contract for the ongoing support of the Community Fund's grant making system.

The amount contracted with the Office of Government Commerce at 31 March 2004 but not provided for was £180,000 (prior year £180,000). This was a contract for providing a Wide Area Network service.

## Notes to the accounts

### 18. Pension scheme

Pension benefits are provided through the Civil Service Pension (CSP) arrangements. From 1 October 2002, civil servants may be in one of three statutory based "final salary" defined benefit schemes (classic, premium and classic plus). The Schemes are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium and classic plus are increased annually in line with changes in the Retail Prices Index. New entrants from 1 October 2002 may choose between membership of premium or joining a good quality "money purchase" stakeholder arrangement with a significant employer contribution (partnership pension account).

Employee contributions are set at the rate of 1.5% of pensionable earnings for classic and 3.5% for premium and classic plus. Benefits in classic accrue at the rate of 1/80th of pensionable salary for each year of service. In addition, a lump sum equivalent to three years' pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum (but members may give up (commute) some of their pension to provide a lump sum). Classic plus is essentially a variation of premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per classic.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product chosen by the employee. The employee does not have to contribute but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

Further details about the CSP arrangements can be found at the website [www.civilservice-pensions.gov.uk](http://www.civilservice-pensions.gov.uk).

For 2003/2004, employers' contributions of £1,737,000 were payable to the PCSPS (2002/2003 £1,512,000) at one of four rates in the range 12-18.5 per cent of pensionable pay, based on salary bands (as shown below). Rates will remain the same for the next year, subject to revalorisation of the salary bands. Employer contributions are to be reviewed every four years following a full scheme valuation by the Government Actuary. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred, and reflect past experience of the scheme.

Bands	Year ended 31 March 2004
£17,000 and under	12%
£17,001 - £35,000	13.5%
£35,001 - £60,500	16.5%
£60,500 and over	18.5%

Bands	Year ended 31 March 2003
£16,500 and under	12%
£16,501 - £34,000	13.5%
£34,001 to £59,000	16.5%
£59,001 and over	18.5%

## 19. Special payments and losses

Special payments and losses are required to be disclosed if they are more than £100,000.

Special payments occur where a grant has been made inadvertently to an organisation that is ineligible under the law but where the grant is within the broad intention of statutory legislation. All these awards were spent on project objectives in accordance with the grant terms and conditions. In the financial year to 31 March 2004, special payments totalled £1,337,868 (prior year £1,147,524).

Those over £100,000 were as follows:

	Year ended 31 March 2004 £000
Communities Empowerment Network	199
Oxford Unemployed Workers and Claimants Union	178
Maa Aur Bachay	177
The Slough Community Based Economic Development Group	174
Milton Court Employment Resource Centre	239
Amounts less than £100,000	371
	1,338

Ex-gratia payments totalling £71,781 have been made to five members of the Senior Management Team who left the Fund as part of the restructuring of the management team for the Big Lottery Fund.

Losses occur where there is no evidence that the project objectives were met. In the financial year to 31 March 2004 losses totalled £1,679,544 (prior year £1,247,283).

Those over £100,000 were as follows:

	Year ended 31 March 2004 £000
Platt Bridge Youth Enterprise Training and Social Centre Project	318
Body Positive	149
The Wildside Trust	109
Lewisham Racial Equality Council	105
Green Adventure	102
Northumberland Out of School Initiative (NOOSI)	102
Amounts less than £100,000	794
	1,679

During the year, the Community Fund continued to clear a backlog of old small grants. This included writing off 54 small grants totalling £139,017 (2002/2003 110 grants totalling £300,946).

## Notes to the accounts

### 20. Related party transactions

The Community Fund is a non-departmental public body sponsored by the Department for Culture, Media and Sport (DCMS). The DCMS is considered to be a related party. During the year, the Community Fund has had various material transactions with the DCMS.

In addition, the Community Fund has a number of transactions with Government Departments and bodies that regard other Government departments as their sponsor department. Most of these transactions have been with the Home Office.

The Community Fund abides by the Cabinet Office code of practice for Board Members of public bodies. The Community Fund maintains a register of interests for Board Members, for chairs and members of its Regional Awards Committees, and for all staff. Where any committee decisions are taken which would reasonably be seen as giving rise to a conflict of interest, principally over grants to voluntary bodies, the chair of the meeting ensures at the outset that disclosure is made and the committee member withdraws for the duration of any discussion of the relevant item. The Community Fund's procedures also ensure that grant officers are not engaged on processing applications in which they would have an interest.

There were 68 grants totalling £10,378,055 awarded in the year where committee members declared an interest in the grant making decision (prior year 79 grants totalling £10,320,272). In every case the member concerned conformed with the conflict of interest procedures described elsewhere in this report.

## Section eleven

### Statutory background

The Community Fund – the operating name of the National Lottery Charities Board – was established as a non-departmental public body by the National Lottery etc Act 1993, as amended by the National Lottery Act 1998, which came into force on 2 September 1998. The Act specifies the share of the National Lottery to be received and it regulates the appointment of committees for grant making. The Secretary of State for Culture, Media and Sport is given power under the Act to give Directions as to matters to be taken into account in grant making and the conditions under which the money is distributed. The Secretary of State for Culture, Media and Sport issued Policy Directions and Financial Directions in 1995. These were both revised in February 1999 and the Financial Directions were further revised in August 2002. The Community Fund has complied with these Directions throughout the financial year 2003/2004 in every material aspect.

#### Financial Directions

National Lottery etc Act 1993 (as amended by the National Lottery Act 1998)

Financial Directions to be issued to the National Lottery Charities Board (the legal name of the Community Fund) under Section 26(3), (3A) & (4)

- (i) The National Lottery Charities Board (“the Board”) shall comply with the requirements contained within the Statement of Financial Requirements attached as an Annex to these Directions when carrying out its functions under section 25 of the National Lottery etc. Act 1993 (“the Act”) as amended by the National Lottery Act 1998 (“the 1998 Act”). Wherever specified in that Annex, the Board must attain the consent of the Secretary of State for Culture, Media and Sport before carrying out certain activities.

- (ii) The Board shall devise and abide by a procedure for handling potential conflicts of interest, which may arise in the evaluation of an application by the Board, or individual members of the Board. This procedure, together with a statement confirming the arrangements that have been applied, should be provided to the Secretary of State for Culture, Media and Sport (“the Secretary of State”) before the distribution of any funds under section 25 of the Act, and thereafter at the beginning of every financial year.

Signed by the authority of the Secretary of State for Cultural, Media and Sport, ACB Ramsay, a Group Head in the Department of Culture, Media and Sport.

#### ACB Ramsay

Director of Creative Industries, Broadcasting and Gambling

The Directions have been complied with as follows:

- (i) We have implemented procedures throughout the organisation to ensure the requirements of the Statement of Financial Requirements are followed. We maintain an internal audit service to check on a sampling basis that all officers and departments are following the agreed procedures, and to ensure that these procedures are properly documented and disseminated. The full Statement of Financial Requirements can be obtained from the Big Lottery Fund’s Director of Planning and Performance.

## Section eleven

(ii) We maintain a register of interests for all Board members, regional committee members in England, co-opted members in Scotland, Wales and Northern Ireland and all staff. Where any committee decisions are taken which would possibly give rise to conflict of interest, the chair of the meeting ensures that disclosure is made and the committee member leaves the room while the item in question is discussed. Procedures are also in place to prevent any member of staff from assessing an application from an organisation they are connected with. The application of these procedures has been notified each year to the Secretary of State for Culture, Media and Sport.

### Policy Directions

The Community Fund is a non-departmental public body and therefore operates under Policy Directions issued by its sponsor department, the Department of Culture, Media and Sport. The Policy Directions set out the principles with which the Community Fund must comply. They are revised from time to time; the current Directions were issued in February 1999.

There are 10 Directions. These are set out below with a note about our compliance with them.

**A.** *The need to ensure that money is distributed only for charitable (whether or not charitable in law), benevolent or philanthropic purposes.*

All the awards made by the Community Fund go to charitable, philanthropic or benevolent organisations, which are checked for eligibility. These include charities that are registered with the Charity Commission in England and Wales and those recognised as charitable for tax purposes by the Inland Revenue in Scotland and Northern Ireland. Philanthropic and benevolent organisations must have the attributes of charity to meet the legal test, i.e., they must have nothing which is against the concept of charity, and they must act from a sense of altruism, for the public benefit and not for private or mutual benefit.

**B.** *The need to ensure that the Board, in the policies that it adopts from time to time and taking into account its assessment of needs and any priorities it might have identified in its strategy, and taking reasonable steps to publicise widely the availability of grants, achieves over time the distribution of money:*

**i)** *to a reasonably wide spread of recipients, including small organisations and those organisations operating purely at local level*

**ii)** *across a reasonably wide range of charitable (whether or not charitable in law), benevolent and philanthropic activity.*

We take all reasonable steps to publicise our grant programmes. We have separate application forms covering our Large grants programme and Medium grants programme (for projects up to £60,000), which are designed to enable a wide spread of potential applicants to submit grant applications. The Community Fund's contribution to the Awards for All Programme is designed to ensure that smaller organisations, as well as local ones, have the opportunity to apply for one-off grants of up to £5,000 in a simple way. Development and publicity work helps to ensure that we support a wide range of activity within our defined programmes and strategy.

**C.** *The need to have regard from the outset to:*

**i)** *the interests of the UK as a whole;*

**ii)** *the interest of the different parts of the UK;*

*and*

**iii)** *the relative population size of, and appropriate socio-economic factors applicable to, the different parts of the UK; and, in addition, to consider the interests of organisations with a base in the UK and working overseas, and to distribute grants in the light of these considerations.*



Grant-making Committees ensure that the interests of the different parts of the UK, the UK as a whole, and organisations based in the UK and working overseas are represented in our grant-making. The country committees for Scotland, Wales and Northern Ireland and the nine regional committees in England deal with grants in their areas. Since Autumn 2002 the Strategic grants committee has made grants under the Strategic grants programme for projects which benefit more than two English regions and up to all four countries of the UK, for research and international grants. Prior to that the England committee made England-wide grants and the former UK committee was responsible for UK-wide, research and international grant making.

The budget for grant making is allocated between the UK countries and the nine England regions on the basis of population weighted by socio-economic factors that take account of need in the different countries and regions. There are separate allocations for the Strategic grants, International grants and Research grants programmes.

**D. The needs of children and young people.**

During 2003/2004, we made grants worth £46,211,853 which benefited children and young people, through all our grants programmes.

**E. The need to further the objectives of sustainable development.**

Sustainable development is an important factor in our grant-making. In summer 2003, we published research commissioned to help develop an environmental policy to cover grant-making practices and policies. This will now be carried forward into the Big Lottery Fund as it develops its approaches to grant-making.

**F. The need to set specific time limits on the periods in respect of which grants are payable, whether for capital or revenue expenditure.**

Grants are generally made for up to three years (five years in the case of projects overseas). Organisations receiving grants can reapply for a development grant for up to another three years, although these applicants are assessed in competition with new projects. In exceptional cases, grants may be made for a third three-year period.

**G. The need:**

*i) in all cases for applicants to demonstrate the financial viability of the project for the period of the grant*

*ii) where capital funding is sought, for a clear business plan incorporating provisions beyond the period of the grant for associated running and maintenance costs*

*iii) in other cases, for consideration to be given to the likely availability of other funding to meet any continuing costs for a reasonable period after completion of the Lottery award, taking into account the size and nature of the project, and for Lottery funding to be used to assist progress towards viability wherever possible.*

These matters are covered in our assessment procedures and guidance to applicants.

**H. The desirability of working with other organisations, including other distributors, where this is an effective means of delivering elements of its strategy.**

We work in co-operation with the other distribution bodies on a number of common issues, ensuring that we continue to improve our policies and procedures in line with the proposals set out in the Secretary of State's July 2003 Decision Document on Lottery funding.

## Section eleven

*I. The need to ensure that its powers to solicit applications under Section 25(2A) (of the National Lottery Etc. Act 1993, as amended) are used in connection with the pursuit of strategic objectives.*

The Community Fund's second Strategic Plan was laid in Parliament on 15 April 2002. This sets out priorities for grant-making and how these are applied in each country of the UK and each England region. Solicitation powers available to the Community Fund will be used if required by our Strategic Plan for grant-making and in furtherance of our own research needs.

*J. The need to ensure it has such information as it considers necessary to make decisions on each application, including independent experts' advice where required.*

The grant application forms for all Community Fund programmes collect information from the applicants and their projects, which are then assessed in accordance with our guidance and procedures in order for decisions to be made. We seek expert advice where needed (for example on medical and wider social research) to support our decision making. We also take advice from other advisors if grant applications so require (for example, expert financial advice).

**Gerald Oppenheim**

Director of Planning and Performance  
Big Lottery Fund, April 2004

## Section twelve

### List of grants from £100,000 to £250,000

Our policy directions require us to list all grants made over £100,000:

#### Strategic Grants

Africa Educational Trust	£102,664	Canolfan Gymunedol Capel Curig Community Centre	£235,784
Association of Children's Hospices	£235,265	Carmarthenshire Counselling Service	£138,732
Carers National Association	£124,500	Contact A Family	£116,903
Cleft Lip and Palate Association	£196,940	Conwy Connect for Learning Disabilities	£130,974
Colon Cancer Concern	£208,232	Groundwork Wrexham	£169,684
Disability, Pregnancy and Parenthood International	£135,995	Gwent Association of Voluntary Organisations	£176,508
First Step Trust	£185,646	Interplay (Integrated Play and Leisure Project)	£160,081
Grandparents' Association	£202,332	Llanelli Centre Project Limited	£151,286
GuideStar UK	£150,000	Llanidloes and District Community Transport Scheme	£177,016
Hi8us Projects	£217,000	Llanwrtyd Wells Community Transport	£176,690
Independent Panel for Special Education Advice	£154,643	Maesglas Family Learning Association	£183,771
London Development Education Centre	£100,035	Mental Health Matters Bridgend	£224,604
Mental After Care Association (MACA)	£145,559	Pillgwenlly Millennium Trust	£117,400
National Information Forum	£124,776	Powys Association of Voluntary Organisations	£185,243
Royal National Institute for Deaf People	£250,000	Project Sol	£153,466
Sense, the National Deafblind and Rubella Association	£134,874	Re-Solv	£109,950
The Disabled Workers Co-operative Limited	£155,696	Rhayader and District Community Support	£163,370
The Royal Town Planning Institute	£234,518	Royal Mencap Society	£130,610
The Venture Trust	£247,299	Royal National Institute for Deaf People	£148,902
Threshold (Brighton)	£193,532	Special Needs Activity Club	£100,257
Unlock - The National Association of Ex-Offenders	£144,631	The 3 G's Development Trust	£171,330
Welsh Scout Council - Cornel Scout Centre	£100,798	The KIM Project Ltd	£177,467
		The Viva Project	£206,422
		Welfare of Aged Persons, Rest Centre	£124,277
		Welsh Initiative for Supported Employment	£125,946
		Weston Spirit	£246,208
		Wrexham Homework Clubs	£223,893
		Youth Action Flintshire	£187,664
Wales		Scotland	
Advance Brighter Futures Wrexham	£124,051	Aberdeen Chinese Women Association	£208,573
Age Concern Cymru (Wales Council For The Elderly)	£113,202	Agecare Aberdeen (formerly Aberdeen Old People's Welfare)	£120,000
Age Concern Neath Port Talbot	£234,848	Alzheimer Scotland Action On Dementia	£186,863
Albany United Reformed Church and Haverfordwest Methodist Church	£110,313	Angus Citizens Advice Bureau	£127,862
Alzheimer's Society	£151,988	Angus Mental Health Association	£186,127
Amman Valley Dementia Carers Support Group	£138,485	Apex Trust Scotland	£177,956
Bargoed and District YMCA	£165,751	Auchenback Active Ltd	£174,625
Bobath Children's Therapy Centre Wales	£131,493	Blairdrummond Community Hall	£200,000
Bridgend Association of Voluntary Organisations	£175,966	Broomhouse Representative Council	£132,180
British Deaf Association	£236,425	Buchanan Street Parent and Carers Group	£172,238
Caia Park Partnership Ltd	£131,273	Bute Advice Centre	£127,672
Caia Park Partnership Ltd	£108,223	Carers Link East Dunbartonshire	£106,678
Cancer Information and Support Services	£146,204	Castlemilk Pensioners Action Centre	£162,912

## Section twelve

Castlemilk Stress Centre	£119,186	Mecopp – Minority Ethnic Carers of	
Castlemilk Volunteer Project	£189,048	Older People Project	£243,287
Child Poverty Action Group	£197,849	Newton Stewart Initiative	£133,436
Clydebank Citizens Advice Bureau	£104,358	Newtown Community Centre	£112,351
Clydeside Action On Asbestos	£147,537	Nisus Scotland	£200,000
Cornerstone Community Care	£146,010	North Berwick Day Care Association	£169,500
CRISIS	£193,380	North Lanarkshire North Council for	
Cumbernauld Action Care For The Elderly	£102,812	Voluntary Service	£106,011
Deaf Connections	£155,629	Northern Corridor Befriending Project	£127,768
Dosti Muslim Groups	£143,918	Opening	£186,740
Douglas Valley Rural Activity		Paisley Young Men's Christian Association	£140,199
Partnership (DVRAP)	£203,323	Parents Action for Safe Play	£183,342
Drumchapel Adventure Group	£159,803	Parkhead Citizens' Advice Bureau	£211,544
Dundee Association For Mental Health	£139,727	Partners in Advocacy	£206,193
Dundee Association For Mental Health	£139,375	Partnership Housing Ltd	£216,039
Dundee Voluntary Action Limited	£211,130	Pass IT On	£100,258
East Renfrewshire Council for the		Penicuik Citizens Advice Bureau	£130,505
Voluntary Sector	£240,000	Poverty Solutions	137,591
East Renfrewshire Council for the		Rainbow Care Centre	£184,243
Voluntary Sector	£113,444	Save The Children Fund	£114,085
Edinburgh Headway Group	£173,321	Scottish National Council of YMCAs	£114,280
Employment Opportunities for People		Scottish Personal Assistant Employers Network	£182,378
with Disabilities	£182,957	Scottish Youth Hostels Association	£136,865
FAIR Ltd	£166,759	Sense Scotland	£124,100
Fife Community Interpreting Service	£163,691	Shakti Women's Aid	£153,169
Firth Community Association	£158,240	South Lanarkshire Credit Union Network	£172,480
Forth Valley Sensory Centre Trust	£248,084	Stewartry Family Support Group	£158,206
Fostering Network	£184,885	The Action Group	£201,884
Four Square (Scotland)	£191,359	The Cottage Family Centre	£239,671
Gartlea Children Playing Safely	£162,017	The Craignish Village Hall	£165,000
Glasgow Council on Alcohol	£136,810	The Lin Berwick Trust	£210,586
Greater Pollok Citizens Advice Bureau	£113,457	The National Childbirth Trust	£130,101
GWSSB	£104,654	The Open Door Edinburgh	£120,954
Headway Ayrshire	£207,022	The Scottish Civic Forum	£237,802
HOPE	£156,719	The Tulloch Trust	£214,463
Incontact (Action on Incontinence)	£163,258	The Volunteer Centre	£196,695
IntoWork Ltd	£117,570	The Willow Foundation	£126,727
Isle of Eigg Community Association	£101,378	Volunteering Fife	£200,091
Kirkton Community Support	£229,320	Walkerburn Public Hall Management Committee	£140,768
Lairg Community Association	£150,000	William Simpson's Home	£242,250
Lochaber Community Care Forum	£135,547	Young Peoples Arts and Social Education	
Maryhill Citizens Advice Bureau	£174,904	Support Group	£185,113
Maxwelltown Information Centre	£148,837	Youth 1st	£154,271
Mayfield and Easthouse Youth 2000 Project	£142,581		
May-Tag Ltd	£188,611		

Northern Ireland		North East	
Action MS	£188,895	A.W.A.Y. OUT- Addicted Women and Youth OUTreach	£155,359
Age Concern Cookstown	£124,755	Alzheimer's Society - Tynedale Branch	£129,593
Alzheimer's Society Belfast Branch	£131,083	Alzheimer's Society Newcastle Branch	£193,578
Belfast and Lisburn Women's Aid Ltd	£200,000	Alzheimer's Society North Tyneside	£174,400
Belfast Activity Centre	£116,383	Barnardo's	£123,276
Belfast Travellers Education and Development Group	£179,895	Belmont Parish Hall Association	£195,000
British Deaf Association	£163,192	Benwell Young People's Development Group	£109,873
Club Oige Mhacaire Bothain	£120,550	Chester-le-Street Mind	£168,869
Colin Community Forum	£146,824	Child Deaf Project	£136,877
Colin Community Forum	£124,769	Consett and District Y M C A	£116,225
Craigavon and Banbridge Women's Aid	£127,589	Disability North	£196,493
Cruse Bereavement Care	£149,985	Easington District Communicare	£132,922
Dennett InterChange	£112,234	European Services For People With Autism Ltd	£190,679
Discovery '80 Ltd	£105,239	Fenham Association Of Residents	£108,759
Downtown Women's Group	£153,894	Gateshead Shopmobility	£223,486
Drumellan Community Association	£118,034	Kids Kabin	£110,663
East Belfast Independent Advice Centre	£137,479	Middlesbrough Citizens Advice Bureau	£118,913
Engage With Age	£150,791	Middlesbrough MIND	£199,819
Lenadoon Community Forum	£146,883	Newcastle Healthy City Project Ltd	£169,534
Lesbian Advocacy Services Initiative	£154,395	Newcastle Women's Aid	£210,557
Londonderry Citizens Advice Bureau	£130,657	North East Nightstop Agency Ltd	£195,474
Magherafelt and District Disability Forum	£118,758	North East Post Adoption Service	£210,122
NIPPA - The Early Years Organisation	£182,393	North of England Refugee Service	£219,868
Northern Ireland Agoraphobia and Anxiety Society	£106,969	North Tyneside District Disability Forum	£138,627
Northern Ireland Association of Citizens Advice Bureaux	£116,797	Owton Fens Community Association	£165,210
Northern Ireland Association of Citizens Advice Bureaux	£100,000	Shaw Trust Ltd	£250,000
Northern Ireland Council on Ageing	£109,394	Skills for People	£171,139
Northern Ireland Deaf Youth Association	£184,324	Skillshare	£123,232
Northern Ireland Rape Crisis Association	£170,935	Stepney Bank Stables	£196,197
Parents Advice Centre	£116,556	Stockton Blind People's Voice	£142,595
Royal National Institute for Deaf People	£110,037	Teesdale Day Clubs	£166,744
Shopmobility Bangor Ltd	£108,000	The Fawside Foundation	£113,452
South Tyrone Empowerment Programme	£185,368	The Percy Hedley Foundation	£120,932
Templemore Early Years Centre Ltd	£156,816	Tow Law Community Association	£124,295
The Derry Childrens Commission	£113,795	Tynedale Summer Activity Scheme	£100,000
The General Vestry of Ballinderry Parish Church	£148,500	Wansbeck Citizens Advice Bureau	£157,649
The Old Library Trust	£100,000	Washington Citizens Advice Bureau	£234,716
Ulster Cancer Foundation	£200,000	Washington Citizens Advice Bureau	£190,896
Westville Family Resource Centre Limited	£102,868	West End Refugee Service	£121,181
		Wheels Project	£148,731
		Women's Health In South Tyneside	£106,428

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North West		Knowsley Carers Centre	£169,327
Action Transport Theatre Company Ltd	£194,938	Knowsley Council for Voluntary Service	£143,700
After Adoption	£191,974	Knowsley Pensioners Advocacy and Information Service	£154,584
Age Concern Carlisle and District	£114,636	Lancashire Development Education Group Ltd	£171,565
Age Concern East Cheshire	£235,363	Leaf Centre Limited	£179,081
Age Concern Southport	£135,739	Liverpool Somali Youth Association	£179,335
Aksa Housing Association	£167,889	Metropolitan Wigan Rotary Life Education Project	£159,283
Allerdale Disability Association	£204,387	Mind In Manchester Ltd	£166,399
Alternatives (MDC) Ltd	£239,457	Muslim Women's Youth, Sport and Education Forum	£221,459
Alzheimer's Society - Vale Royal Branch	£206,401	Muslim Youth Association, Liverpool	£181,211
Alzheimer's Society East Cheshire Branch	£107,423	North Liverpool Citizens Advice Bureaux	£118,017
Alzheimer's Society South Lakeland Branch	£150,572	Rape and Sexual Abuse Support Centre (Warrington)	£161,017
Anfield Breckside Community Company	£138,793	Refugee Action	£214,679
Ashworth Time Bank	£141,224	Rochdale Citizen Advocacy	£134,093
B E T A - Basic Education and Training For Adults	£117,332	Salford Unemployed and Community Resource Centre	£243,206
Bebington Centre For Voluntary Service	£248,078	Scope	£137,529
Bebington Citizens Advice Bureau Limited	£171,947	Sefton CHOICES	£224,333
Black Health Agency	£235,465	Specialist Mediation in Lancashire East (SMILE) Ltd	£206,771
Blackpool Advocacy	£176,691	Stockport Sharecare	£109,124
Blackpool Centre for the Unemployed and Residents Advice Centre	£163,806	Supported Community Business (Special Needs) Ltd	£151,205
Bolton and Bury Education Business Partnership Limited	£168,746	The Ethnic Minorities Development Association	£148,215
Bolton Independent Living Federation	£220,616	The Foxton Centre	£245,904
Catholic Social Services (Archdiocese of Liverpool)	£173,796	The PCC of the Parish Church of the Holy Cross, South Shore, Blackpool	£223,376
Central and South Manchester M E N C A P	£133,753	The Worth Foundation Ltd	£178,598
Centre 63 Kirkby Ltd	£152,000	Trees Community Centre Ltd	£237,312
Cheshire Carers Centre	£188,125	VISION	£225,000
Cheshire Rural Trust	£114,700	Wallasey Welfare Advice Centre	£244,650
Chester Council for Voluntary Service	£149,049	West Lancashire Carers Sitting In Service	£112,628
Citizens Advice Bureau Service - Borough of Congleton Ltd	£245,713	West Lancs Bereavement Counselling Services	£123,750
Citizens Advice Service In The Borough of Wigan	£114,808	Wirral Independent Living and Learning	£165,757
City Of Liverpool Y M C A	£156,699		
Community Council of Lancashire	£159,174		
Community Foundation for Merseyside	£227,217		
Council for Voluntary Service West Lancashire	£177,897		
Counselling Direct	£226,632		
Derbyshire Hill Community Association	£128,751		
Dial House Chester	£236,748		
Dingle Multi Agency Centre Ltd	£119,581		
Early Break	£166,633		
Fun 4 Kidz	£136,974		
Girlguiding Waddow Hall	£150,000		
Hyndburn and Ribble Valley CVS	£213,724		

Yorkshire and the Humber		Out of the Blue (Rotherham Community Safety and Advice Centre Ltd)	£222,831
Age Concern Calderdale	£213,763	Pitsmoor Citizens Advice Bureau	£228,630
Age Concern Wakefield District	£167,444	Ravenscliffe Community Association	£200,000
All Saints Community Centre (South Kirkby)	£208,864	ReConnect	£131,098
Association For People With Physical Disabilities	£143,179	Romanby Preschool	£107,000
Boothferry District Citizens Advice Bureau	£117,940	Ryedale Special Families	£212,629
Bradford and Leeds Community Accounting Service	£132,233	Rydale Voluntary Action	£156,981
Bradford Community Environment Project	£150,170	SADACCA Ltd	£112,591
Bradford People First	£139,316	Serious Fun	£173,524
Brampton Bierlow and West Melton		Sheffield Diocesan Board of Finance	£155,194
Community Partnership	£107,179	SHRODOBA Scrapstore	£218,225
Burley Lodge Centre	£178,593	South Anston Methodist Church	£216,998
Burley Lodge Centre	£131,013	Springfield Play Partnership	£142,646
Burngreave Yemeni Women's Group	£139,961	St Mary's Chequerfield Community Project	£215,424
Chapelgreen Advice Centre	£157,715	Stainforth Community Partnership	£159,664
Community Anti Bullying Project	£135,839	Swarcliffe Detached Youth Work Project	£199,200
Conisbrough and Denaby Development Trust	£184,576	The Community Development Company Ltd	£178,457
Conisbrough and Denaby Drug Awareness Group	£134,030	The Deaf Advice Service Sheffield	£216,968
DIAL Doncaster	£167,111	The Kate and Daniel Trust	£150,485
Dinnington Area Regeneration Trust Ltd	£161,429	The Robinson Institute	£232,307
Dunsville Community Centre Association	£138,583	Tinsley Advice Service	£190,385
East Yorkshire Citizens Advice Bureau	£130,868	Treeton Village Association	£205,000
Fagley Youth and Community Centre	£111,688	Voluntary Action Wakefield District	£135,675
Genesis Leeds	£115,557	Well Women Centre Wakefield	£189,494
Hambleton Citizens Advice Bureau	£106,153	Withernsea and Holderness Play Action	£140,085
Hemsworth and District Community Initiatives Ltd	£134,941	Womenspace	£144,707
Heworth Without Community Centre Association	£210,108	Write Books Community Print Resource Limited	£139,433
Higher Rhythm Recording Studio	£186,814	East Midlands	
Hinderwell Village Hall	£123,000	A Place To Call Our Own	£151,076
Home-Start Halifax	£171,266	Age Concern Hinckleyand Burbage	£132,327
Hull and East Yorkshire Ability	£236,336	Age Concern Northampton and County	£138,964
Hull Churches Home from Hospital Service	£207,883	Ashfield Citizens Advice Bureau	£136,055
Immingham Community Cyber Cafe	£110,853	Ashfield Community Radio and Media Training	£184,871
Keighley Volunteer Bureau	£113,923	Bassetlaw Citizens Advice Bureau	£115,726
Kiveton Park Independent Advice Centre	£111,306	Black Mental Health Group Resource Centre	£145,585
Leeds Distraction Burglary Community Initiative	£195,898	C.H.A.T. Choices about Health for	
M25 Housing and Support Group	£163,069	Ashfield Teenagers	£201,014
Manningham Project Ltd	£223,705	Care and Repair (Northampton) Ltd	£101,519
Manor Community Childcare Centre Ltd	£158,512	Carers of Leicestershire Advocacy and Support Project	£178,764
Mexborough Community Partnership	£237,318	Chesterfield Law Centre	£155,822
Monk Bretton Megabytes	£152,333	Daventry Area Community Transport	£141,684
NSPCC	£136,139	Derby Law Centre	£133,684
Old Goole Industrial and Provident Society Ltd	£189,441	Derbyshire Association For The Blind (DAB)	£130,072

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East Midlands School For Social Entrepreneurs	£169,271	Carers Advice and Resource Establishment, Sandwell	£154,558
FOCUS (CLS) Ltd	£202,717	Coventry and Warwickshire Chinese Community Association	£135,629
Home-Start High Peak	£220,405	Dyslexia Advice and Resource Centre Ltd	£125,814
Home-Start Lincoln	£145,140	Family Focus	£184,157
Home-Start Mansfield	£128,500	Father Hudson's Society	£173,405
Kettering Volunteer Centre	£198,883	Finchfield and Castlecroft Enterprise	£147,639
Kirkby Youth Housing Trust	£188,509	Handsworth Play And Community Bus Association	£229,434
Leicester Racial Equality Council	£185,103	Handsworth Recreation Group Ltd	£235,569
Lincoln And District Citizens Advice Bureau	£215,889	Hannah Susan Greig Memorial Trust	£100,000
Lincoln Area Dial-A-Ride Ltd	£111,016	Headway Black Country	£149,875
Lincolnshire Association Of People with Disabilities (LAPD)	£164,021	Heath Town Community Support and Information Centre	£171,292
Lincolnshire Racial Equality Council	£189,233	Herefordshire Citizens Advice Bureaux	£167,475
National Children's Home and Orphanage Netc@fe	£128,958	Home-Start Staffordshire Moorlands	£118,476
Netherfield Forum	£117,564	Impact Alcohol Advisory Services	£141,800
Newark and District Citizens Advice Bureau	£200,000	Longbridge Community Advice and Resource Centre	£218,324
Northampton Volunteering Centre	£145,278	Longdon Upon Tern Village Hall Management Committee	£123,460
Northamptonshire Carers	£137,554	Mentoring for Educational Achievement	£197,855
Nottingham Hostels Liaison Group	£104,003	North Staffs Special Adventure Playground	£125,179
Parochial Church Council of Melton Mowbray	£120,724	Norton Canes Community Partnership	£137,735
Skegby Methodist Church	£100,000	Oswestry and Shropshire Citizen Advocacy	£111,874
Skegness Day Centre	£192,254	Parents and Children Together	£137,490
Stapleford Volunteer Bureau	£156,596	Pathfinders Community Mentoring	£232,338
The Greenway Centre	£160,152	Royal Mencap Society	£176,587
The Langwith Society	£170,885	Royal National Institute for Deaf People	£156,627
The Mill Street Project	£180,000	Sandwell African Caribbean Mental Health Foundation	£111,576
The Mill Street Project	£159,502	Sandwell and District West Indian Community Association	£153,911
Third Piper Community Arts	£112,019	Sandwell Council of Voluntary Organisations	£228,972
Warsop Parish Regeneration Agency	£136,184	Sandwell Muslims Organisation	£177,640
Welford Youth and Community Centre	£170,948	Solihull Carers Centre	£246,435
Youlgrave Village Hall	£127,246	South Warwickshire Carers Support Service	£150,507
West Midlands		St Peter's Community Centre	£108,726
Access Committee For Birmingham	£200,641	Staffordshire Buddies	£127,932
Age Concern Coventry	£170,818	Tamworth Cornerstone Housing Association	£219,785
Age Concern Leominster and District	£172,682	Taste For Adventure Centre	£228,847
All Saints Church Four Oaks	£138,412	Teme Valley Youth Project Ltd	£100,000
Asist (Advocacy Services in Staffordshire)	£186,879	The Black Country Groundwork Trust Ltd	£133,500
Birmingham Churches Together	£177,053	The Lighthouse Project (Halesowen)	£178,653
Birmingham Irish Community Forum Ltd	£243,650	The Trustees of Cookhill Village Hall	£100,000
Birmingham Lifestyles	£198,387		
Birmingham Money Advice and Grants	£178,790		
Black Country Housing and Community Services Group Ltd	£198,203		
BTCV	£245,566		
Bulkington Village Centre	£100,000		



Trustees of Much Marcle Memorial Hall	£100,000	Tapping House Hospice	£106,383
Walsall Council for Voluntary Service	£196,827	Tending Council For Voluntary Services	£169,774
Walsall Pregnancy Help Centre	£161,119	The Elm Children and Families Centre	£124,874
Warwick District Mobility Ltd	£106,733	The Family and Relationship Crisis Centre	£114,420
Warwickshire Association of Youth Clubs	£169,884	The South West Hertfordshire Hospice	
Windsor Fellowship	£167,188	Charitable Trust	£122,250
Wolverhampton Voluntary Sector Council	£243,987	The Voluntary Network	£164,959
Women's Rape and Sexual Violence Service in North Staffordshire	£139,508	Turning the Red Lights Green	£108,835
Women's Royal Voluntary Service	£200,000	Uttlesford Buffy Bus Association	£199,267
Workers Educational Association West Mercia District	£152,353	Waveney Crossroads Ltd	£182,041
		West Norfolk Riding For The Disabled Association	£119,785
		WHCM	£219,655
		Woolpit Village Hall	£113,000
Eastern			
Age Concern Essex	£142,722	London	
Age Concern Harlow	£170,759	Ackroyd Community Association	£107,495
Alcohol Services For The Community (Asc)	£100,261	African Refugee Community Health and Research Organisation	£212,915
Basildon Mediation	£240,224	Age Concern Bromley	£184,803
Basildon, Billericay and Wickford Council for Voluntary Service	£242,301	Age Concern Hillingdon	£171,402
Brandeston Village Hall and Recreation Ground	£200,000	Age Concern Wandsworth	£183,202
British Red Cross Society	£114,787	Alzheimer's Concern Ealing (ACE)	£108,004
Cambridge Independent Advice Centre	£179,030	Aston-Mansfield	£250,000
Centre Place Youth Club	£166,622	Barking and Dagenham Bereavement Service	£147,210
Choices	£132,241	Barking And Dagenham Citizens Advice Bureaux	£234,594
Colchester Eating Disorder All Round Support	£149,195	Barnet Carers Centre, The Princess Royal Trust for Carers	£199,523
Colchester Women's Aid	£174,159	Barnet Citizens Advice Bureau	£248,922
Council for Voluntary Service for St Albans District	£135,002	Barnet Mencap	£213,916
Crossroads Caring for Carers Huntingdonshire	£219,985	Barnet Voice for Mental Health Ltd	£237,082
Fingringhoe Village Hall	£136,962	Bexley Accessible Transport Scheme	£123,937
Girls Friendly Society in England and Wales	£193,675	Bexley and Bromley Citizen Advocacy	£160,798
Haddiscoe Village Hall Management Committee	£123,500	Blackfriars Settlement	£107,058
Lavenham Community Council	£195,000	Brent Association For Voluntary Action	£221,445
Luton All Women's Centre	£181,823	Brent Deaf People's Group	£195,561
Norfolk And Norwich Scope (N A N S A)	£184,288	Brent Private Tenants' Rights Group Ltd	£231,988
Norfolk Elders Advocacy Alliance	£144,573	Broadway Homelessness and Support	£247,581
Norfolk Millennium Trust for Carers	£100,000	Bromley Advocacy Alliance	£161,628
North Essex Advocacy Teams	£195,053	Camden and Islington Family Service Unit	£109,596
Opportunities Without Limits	£134,462	Circle 33 Housing Trust Ltd	£188,257
Peterborough HIV Support Services Ltd	£196,182	Community Self Build Agency	£137,086
Preschool Learning Alliance Norfolk Sub Committee	£227,460	Cricklewood Homeless Concern	£250,000
Rainbow Services (Harlow)	£104,178	Croydon Community Care Service	£167,118
Rochford and Rayleigh Citizens Advice Bureau	£102,876	Croydon Peoples Housing Association	£141,916
Southend Mencap	£112,068	Deptford Action Group For The Elderly	£162,452
St James the Great Parish Church Council	£149,541	Detainee Support and Help Unit	£196,164

## Section twelve

Disablement Association of Barking and Dagenham	£158,593	Open Door (Hornsey Young People's Consultation Service)	£193,066
Dormers Wells Nursery and Parent Centre Charitable Trust	£200,000	Organisation of Blind African Caribbeans (O B A C)	£240,934
Dyslexia Association of London	£249,916	Organisation of Blind African Caribbeans (O B A C)	£182,893
Elders Voice	£249,829	Paddington Law Centre	£208,872
Enfield Clubhouse Ltd	£210,700	Pearl of Africa Foundation	£102,449
Enfield Disability Action	£223,044	Ponders End Community Development Trust	£223,916
Enfield Law Centre	£249,945	Redbridge Carers Support Service	£128,530
Enfield Mental Health User Group	£185,079	Refugee Arrivals Project	£160,585
Family Service Units	£161,218	Refugee Housing Association Ltd	£215,014
Federation of Refugees from Vietnam in Lewisham	£194,958	Respond (Thamesmead) Ltd	£164,013
First Step Trust	£208,995	Richmond Fellowship Employment and Training	£236,257
Forest YMCA of East London	£150,000	Roots And Shoots	£250,000
French Speaking African General Council	£107,794	Royal Mencap Society	£143,812
Frenford Clubs for Young People	£156,000	Sahara Communities Abroad (SACOMA)	£155,028
Friends of the Elderly	£208,743	Sikh Community Care Project	£145,880
Fulham Good Neighbours Service	£124,968	Skilltrain Limited	£177,896
Gharweg Advice, Training and Careers Centre	£243,891	Somali Health Advocacy Project	£242,959
Good Shepherd Community Project	£105,780	South London Refugee Partnership	£191,140
Greenwich Citizens Advice Bureaux Ltd	£192,824	South London Tamil Welfare Group	£134,221
Hammersmith and Fulham Volunteer Development Agency	£131,313	Southwark Refugee Project	£137,525
Hanley Crouch Community Association Ltd	£228,217	Spare Tyre Theatre Company	£121,692
Haringey Play Association	£132,720	St Joseph's RC Church	£250,000
Harrow Association of Disabled People	£200,731	Sutton Borough Volunteer Bureau	£113,155
Harrow Iranian Community Association	£120,750	Sutton Centre For Independent Living and Learning	£149,224
Henna Asian Women's Group	£108,737	Tamil Refugee Action Group	£133,153
Hillingdon Mind	£132,013	The Arab Group In Hounslow	£153,648
Home-Start Sutton	£141,256	The Kipper Project	£153,234
Home Start Hillingdon	£149,186	The Limes Community and Childrens Centre	£176,083
Home-Start Bromley	£180,720	The Maya Centre	£122,473
Islington Voluntary Action Council	£139,843	The Pepper Pot Club	£129,441
Islington Volunteer Centre	£171,130	The Royal Courts of Justice Citizens Advice Bureau	£127,584
Ivybridge Link	£197,165	The Spires Centre	£109,827
Kingston Voluntary Action	£112,211	The Sutton Shopmobility Charity Company	£187,462
Kongolese Centre for Information and Advice	£100,033	Threshold Centre Ltd	£224,995
Learn English At Home	£180,965	Tribal Tree	£193,084
Lewisham Multi Lingual Advice Service	£138,551	Trinity Community Centre	£242,799
Lloyd Park Under 5's Centre	£249,685	UK Coalition of People living with HIV and AIDS	£194,489
London Somali Community Alliance (Somali Elderly Project)	£116,484	Victim Support London	£165,761
Lyndons Arts Trust	£168,495	Victim Support Southwark	£156,168
Merton Hard of Hearing Resource Centre	£152,575	Voluntary Action Camden	£190,881
MIND in Harrow	£107,525	Volunteering Lewisham	£158,530
New Directions Camden	£164,031		

Waltham Forest Citizens Advice Bureau Service	£223,682	Oakleaf Enterprise Ltd	£119,301
Welling Alcohol Service Provision	£208,643	Off The Record - South East Hampshire	£149,916
West and North West London Vietnamese Association	£128,403	One to One Youth Befriending	£170,781
Westminster C A B Service	£137,975	Petham Village Hall	£138,250
Women's Resource Centre	£164,386	Portsmouth Area Regeneration Trust	£116,803
		Portsmouth Disability Forum	£112,130
		Portsmouth Disability Forum	£101,200
South East		Pre-School Learning Alliance	£106,253
3rd Itchen North (Bitterne) Scout Group	£246,880	Quainton Memorial Hall	£196,700
Age Concern Brighton, Hove and Portslade	£102,069	Reading Mental Health Resource Centre	£150,532
Akeley Village Hall	£100,000	Selborne Village Hall	£122,869
Alzheimer's Society	£109,992	Shaw Trust Ltd	£145,355
Bexhill Community Partnership	£189,400	Slough Refugee Support	£210,607
Bracknell Forest Voluntary Action	£166,580	Slough Volunteer Bureau	£229,593
Brighton and Hove Community Initiatives Ltd	£137,257	Southampton Rape Crisis and Sexual Abuse Counselling Service	£149,710
Brighton Unemployed Centre Families Project	£182,234	Southampton Somali Community Association	£158,990
Carers Centre (Oxford)	£236,580	Swale Community Against Drugs Ltd	£117,650
Caring All Together On Romney Marsh	£118,710	The Charlotte Jackson Trust	£119,677
Chichester Diocesan Association for Family Social Work	£149,437	The Grendon Village Hall	£203,314
Chinese Educational Development Project	£156,892	The Pinder Centre for Children Trust	£160,000
Choices Advocacy	£120,955	The Thanet Community Development Company	£176,941
City Life Church	£227,087	The Thanet Community Development Company	£151,079
DORCAS New Forest West	£149,663	Windsor and Maidenhead Volunteer Centre	£126,615
Earl Mountbatten Hospice	£200,000	Yateley Ambulance for the Elderly and Less Able Association	£119,277
Energy and Vision	£243,460		
Gatwick Detainees Welfare Group	£164,371	South West	
Gravesham Citizens Advice Bureau	£125,536	Age Concern Torbay	£155,142
Guideposts Trust Limited	£168,945	Bangladesh Association Women's Group	£160,516
Guildford Action for Community Care	£181,165	Barnstaple Poverty Action Group	£158,028
Hailsham Citizens Advice Bureau	£174,790	Barton and Tredworth Community Trust	£122,393
Headway Hurstwood Park Company	£200,000	BREAD Youth Project	£181,771
Headway Oxford	£127,130	Bristol Mind	£170,224
Home-Start Banbury	£116,034	Bristol Resource Centre	£190,132
Home-Start Oxford	£198,826	Community 2000 Portland	£198,383
Horsham and District Citizens Advice Bureau	£181,476	CSV (Community Service Volunteers)	£146,740
Horsham and District Citizens Advice Bureau	£149,939	Devon and Cornwall Refugee Support Council	£148,328
John Watson After School Kids Club Ltd	£137,702	Devon and Exeter Racial Equality Council	£162,541
Me2 Club	£130,780	Exeter Homeless Action Group	£166,482
Medway Unemployed Project	£155,787	Family Matters (Bournemouth, Dorset and Poole) Ltd	£220,330
Millmead Neighbourhood Centre Association	£202,244	Forest Of Dean Crossroads – Caring for Carers	£149,265
Milton Keynes Youth Counselling and Information Service	£151,620	Gloucestershire Association For Mental Health	£191,404
MIND in Brighton and Hove	£103,046	Gloucestershire Dance Project	£107,985
MIND Southampton and New Forest	£173,740	Headway Dorset	£161,585
Number One Community Trust	£200,000		

## Section twelve

Help and Care	£209,916
Hillfields Young Mothers Group	£138,691
Home Start Bristol	£115,287
Home-Start Exmouth Area	£177,158
Home-Start Mid-Devon	£120,631
Home-Start South Hams	£176,509
Innsworth Community Association	£144,757
Kinson Community Association	£130,000
Lifeskills	£133,525
New Platform	£107,423
North Dorset Citizens Advice Bureaux	£111,330
North East Somerset Citizens Advice Bureau	£154,088
North Somerset Crossroads	£109,271
Oldmixon Youth Partnership	£115,096
Pendeen Parish Members Institute	£176,531
Prison Advice and Care Trust	£139,210
Restormel Citizens Advice Bureau	£164,584
Royal National Institute for Deaf People	£130,702
Somerset Rural Youth Project	£156,887
South Somerset Citizens Advice Bureau	£129,947
St Peter's Hospice Ltd	£137,587
Stawley Recreation Field and Memorial Pavillion	£127,571
Swindon Coalition of Disabled People	£198,473
The British Institute of Learning Disabilities	£144,797
The Budshead Trust	£202,925
The Greencroft New Alliance	£188,290
The Learning Curve (Voluntary Sector Development)	£140,000
The Margaret Jackson Trust	£115,748
The Methodist Church	£101,445
The Monitoring Group Ltd	£206,429
The Morden Recreation Ground And Village Hall	£150,000
The Nelson Trust	£192,901
The Shekinah Mission (Plymouth) Ltd	£201,629
The Vassall Centre Trust	£234,121
The Westbank League of Friends	£154,015
Torbay Churches Homeless Trust	£200,000
Trelowan Pre-School	£119,457
Vocal (Citizen Advocacy)	£130,660
West Devon Environmental Network	£185,525
Working for Opportunities Trust	£212,881

## Section thirteen

### List of grants over £250,000

#### Strategic Grants

Arthritis Care	£415,696	Scotland	
British Association for Adoption and Fostering	£290,338	Advice Direct Scotland	£292,659
Canine Partners for Independence	£370,000	Cromarty Hall Association	£252,995
Charities Evaluation Services	£715,736	Drumchapel Citizens Advice Bureau	£273,056
Chinese Mental Health Association	£332,956	Foulden Parish Hall Management Committee	£300,000
Contact a Family	£819,220	Kilmory Public Hall	£260,000
Council of Ethnic Minority Voluntary Sector Organisations	£500,000	Learning Link Scotland	£292,972
Development Trusts Association	£518,364	Midlothian Young People's Advice Service	£276,545
Different Strokes (Trustees) Limited	£257,997	Orkney Blide Trust	£280,740
Emmaus UK	£300,193	Parent Network Scotland	£256,905
Empty Homes Agency	£410,669	Phoenix Community Health Project	£254,970
High Scope UK	£321,622	Scottish Refugee Council	£281,944
Home Farm Trust Ltd	£265,522	Shetland Council Of Social Service	£274,088
Housing Association Charitable Trust	£493,744	The Princess Royal Trust For Carers	£295,169
Law Centres Federation	£279,405	Whiteinch Community Association Ltd	£291,074
National Institute of Adult Continuing Education	£350,184	North East	
NCVO	£259,000	Church of England Children's Society	£287,554
One20	£457,500	'My Sister's Place' Women's Advice Centre	£303,628
Parents In Partnership Parent Infant Network	£473,299	Tees Valley Chinese Community Centre Ltd	£300,000
Royal National Institute of the Blind	£598,934	Wheatley Hill Community Association	£300,000
Sickle Cell Society	£660,046	North West	
Society For Horticultural Therapy	£336,182	ACE Adult Community Education (Wigan) Limited	£291,953
The Federation of Groundwork Trusts	£836,489	Age Concern Barrow And District	£255,988
The Place To Be	£449,700	Age Concern St Helens	£298,353
The Research Institute for the Care of the Elderly	£400,000	Barbon Village Hall	£300,000
Trust For The Study Of Adolescence	£251,627	Barnstondale Centre	£300,000
Voice For The Child In Care	£344,643	Bolton District Council for Voluntary Service	£299,849
Wandsworth Youth Enterprise Centre	£306,025	Bolton Lads And Girls Club	£294,248
Young Minds Trust	£470,616	Breakthrough UK Ltd	£295,320
Wales		Bury Metro Racial Equality Council	£260,464
Barry Y M C A	£302,000	Carers Link, Hyndburn & Ribble Valley	£300,000
Home Start Merthyr Tydfil	£265,118	Citizens Advice Bureaux (Salford)	£271,306
Newtown & District Dial-A-Ride	£293,182	Coldwell Inn Project	£300,000
Rhondda Cynon Taff People First	£282,140	Cumbria Association of Voluntary Service	£279,556
Saron Welfare Association	£282,300	Cumbria County Scout Council	£300,000
Tros Gynnal	£294,788	Cumbria Rural Citizens Advice Bureau	£273,279
Welsh Women's Aid	£295,736	Drugline – Lancashire	£295,458
		Greater Manchester Coalition Of Disabled People	£299,774
		Haslingden Community Link	£266,437
		Home-Start Blackburn, Darwen and Hyndburn	£299,752
		Home-Start West Lancashire	£268,561
		Hornby Village Trust	£300,000
		Knowsley District Citizens Advice Bureaux	£267,296

Lancashire Disability Information Federation	£274,126	West Midlands	
Leasowe Womens Centre	£300,000	Autism West Midlands	£287,737
MAAN - Liverpool Somali Healthy Mind Project	£267,997	Cannock Citizens Advice Bureau	£270,083
Merseyside Expanding Horizons Ltd	£298,182	Chase Council for Voluntary Services	£288,181
Oldham Metropolitan Citizens Advice Bureau	£300,000	COPE: Black Mental Health Foundation	£264,183
Pitstop Project - Barrow	£270,409	East Staffordshire Racial Equality Council	£292,314
Rampside Village Hall	£300,000	Herefordshire Mind	£277,464
Refugee and Ethnic Minority Support Services	£292,804	Newcastle-under-Lyme Council for	
Riding for the Disabled Association	£300,000	Voluntary Service	£267,567
Sahir House	£285,223	North Staffs Carers Association	£299,868
Scope- working for people with disabilities in		Parochial Church Council of the Parish of Bilston	£312,383
Wigan and Leigh	£262,240	Rock Village Hall	£288,676
Sefton Council for Voluntary Service	£286,224	Royal Mencap Society	£263,335
South Lakeland Voluntary Society For The Blind	£278,206	Sandwell Foundation of Asian Aurat	£286,586
St Helens Youth Matters	£296,130	Stafford and Stone Citizens Advice Bureau	£292,805
Toc H	£300,000	Stoke-On-Trent Citizens Advice Bureau	£278,055
Tung Sing (Orient) Housing Association	£298,038	Tamworth Council for Voluntary Service	£260,131
Voluntary and Community Action Trafford	£288,051	The Colebridge Trust Limited	£311,000
West Pennine Brook Advisory Centre	£258,878	The Community Council Of Staffordshire	£299,100
Whittle-le-Woods Community Hall Trust	£300,000	Walsall Citizens Advice Bureau	£295,112
Wigan and Chorley Groundwork Trust Limited	£299,387	Walsall Council for Voluntary Service	£282,355
Wigan And Leigh Council For Voluntary Service	£250,286	Wolverhampton Asylum Seeker and	
Willow Project	£299,972	Refugee Services	£299,304
Yorkshire and the Humber		Eastern	
1st Heckmondwike Scout Group	£300,000	Basildon Citizens Advice Bureau	£281,649
Black Community Agency for Regeneration		Childrens Legal Centre	£310,240
and Development Ltd	£258,259	Little Ellingham Village Hall Committee	£270,000
Education Action International	£256,684	Pre-School Learning Alliance (Cambridgeshire	
Kirklees Racial Equality Council	£299,233	and Peterborough)	£299,677
North East Doncaster Citizens Advice Bureau	£283,187	Suffolk Carers Limited	£288,354
North East Doncaster Citizens Advice Bureau	£283,010	The Rural Community Council of Essex	£293,423
Northern Refugee Centre	£289,421	The Trustees of Clophill Village Hall	£253,079
Rotherham Law Centre	£252,972	Voluntary Action Luton	£299,850
Savile Town Community Association	£256,889	Voluntary Sector Initiative for Professional	
Sign	£251,483	Development	£298,532
Voluntary Action Rotherham Limited	£263,849	South East	
East Midlands		Age Concern West Sussex	£282,343
C E F E T	£267,000	Deal and Walmer Community Association	£300,000
Engage East Midlands	£300,000	East Kent Cyrenians Ltd	£262,546
Family First Ltd	£289,017	Kent Refugee Support Group	£295,742
Leen Mills Pre-School Playgroup	£265,476		
Northampton Bangladeshi Association	£291,512		

## Section thirteen

Medway Council For Voluntary Service	£270,213
Portsmouth Area Refugee Support	£295,346
Portsmouth Race Equality Network Organisation	£305,946
Reading Speaking up Group	£266,450
St Richard Of Chichester, Christian Care Association Ltd	£267,324
The West Paulsgrove Scout and Community Association	£300,000
Thorney Hill Community Centre Association	£268,852
Trinity Resource Centre Ltd	£300,000
Vale Volunteers	£251,627







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