National Lottery Awards for All

Online guidance

England

COMMUNITY FUND

You must only use the latest version of Adobe Reader. Do not use Preview or any other application.

What's inside?

1. Checklist

A handy checklist, to help you prepare for starting your application form.

2. Who can apply?

This section will help you to understand whether your organisation can apply for funding.

3. What's it all about?

This details the great work we hope to support through National Lottery Awards for All.

4. What can you spend the money on?

This section will help when you're thinking about the items you want us to fund.

5. Extra information

Please read through this section to check if anything's relevant to your project.

6. What happens if we fund your project?

This section has useful information about what to expect if your application is successful.

No application deadline

There is no closing date for National Lottery Awards for All, applications can be made at any time. However, it's important to submit your application at least 12 weeks before your project will start. This is because we aim to reach a decision around 10 weeks after you submit your application, and if you're successful, a further two weeks to pay out funding.

You can only submit one National Lottery Awards for All application per organisation at a time. We will withdraw any other applications you submit.

1. National Lottery Awards for All checklist

Please use this information as a guide when completing your online application.

Gather contact details and dates of birth for two unconnected people from your organisation.
One of these people will need to be the 'legally responsible contact'. Section 5 ('Legally responsible contact details') of the application form contains more information about who this should be.
By 'unconnected' we mean not related by blood, marriage, in a long-term relationship or people living together at the same address.

Make sure you have a copy of your organisation's bank statement from the last three months (or a bank welcome letter if you have opened a new account in the last three months).
This should be for the UK-based account you want us to pay your grant into, if you're successful. You must have at least two unrelated people who are able to manage the account you want to use. The statement needs to show:
- Your organisation's legal name
- The address the statements are sent to
- The bank name
- Account number
- Sort code
- Date (must be within last three months)

We can't accept statements;
- with an abbreviated organisation name
- over three months old
- that do not include ALL of the information detailed above

If you are a school who uses a local authority bank account, please attach a letter from the local authority that confirms your school name, the bank account name and number and sort code. The letter must be on local authority headed paper and dated. Other statutory bodies can attach a letter from their finance department that confirms the details of the bank account funding would be paid into.

Familiarise yourself with how we will check the information you will provide us on tnlcommunityfund.org.uk/informationchecks

Fill in your application form making sure you complete every section.

Ensure you have read the terms and conditions and are happy to accept them.

Submit your application, ensuring you have attached a copy of your bank statement.

We will review your application to ensure it meets our requirements and aim to let you know if you have been successful within 10 weeks.

If successful, your money will be paid into the nominated bank account within two weeks of a decision. Then it's time to start your project! Let us and others know all about it.

2. Who can apply?

You can apply if your organisation is a:

- ✅ Voluntary or community organisation
- ✅ Registered charity
- ✅ Constituted group or club
- ✅ Community interest company (CIC)
- ✅ Social enterprise
- ✅ School
- ✅ Statutory body (including town, parish or community council)

We cannot accept applications from:

- ❌ Individuals
- ❌ Sole traders
- ❌ Organisations that are aimed at generating profits primarily for private distribution. Those not asset locked or organisations that can pay profits to directors or shareholders.
- ❌ CICs limited by shares
- ❌ Organisations based outside the UK
- ❌ Organisations that have already submitted a National Lottery Awards for All application and are currently awaiting a decision
- ❌ One organisation on behalf of another

These organisation categories are for guidance only. If you're unclear whether you can be funded, please contact us.

Help with your application

If you have any questions about the application process that this guidance hasn't answered, or you have been unsuccessful in your application and are wondering what to do next, you can visit our website at tnlcommunityfund.org.uk for further information, or you can contact us on 0345 4 10 20 30, or at general.enquiries@ tnlcommunityfund.org.uk. Text relay users please use 18001 plus 0345 4 10 20 30.

Do you find completing a written form difficult or impossible?

Please let us know if you have any communication support needs that make completing an application form difficult for you. We are happy to discuss alternative ways for you to tell us about your idea.

This could include things like meeting in person, discussing your idea through an interpreter or with a notetaker, or arranging translations. When finding the best way to help we will take into account your preference. If your preferred option will cost money, we are happy to pay for any reasonable expenses.

3. What's it all about?

National Lottery Awards for All offers funding from **£300** to **£10,000** to support projects and activities that matter to people and communities. While the projects we fund usually last for up to 12 months, we know that some can take a little longer, and other grants are for one-off events.

Please note we can only fund your organisation for a maximum of £10,000 within a 12 month period and you can only hold one grant at a time. If you're looking for inspiration, you can use our funding finder to see what we've funded tnlcommunityfund.org.uk/funded-projects

What are we looking for?

National Lottery Awards for All has three funding priorities and your project idea must meet at least one of these. We will use your answer to section 2 of your application form to make a decision, so please tell us there how your project will:

- bring people together and build strong relationships in and across communities
- improve the places and spaces that matter to communities
- enable more people to fulfil their potential by working to address issues at the earliest possible stage

It's important to us that you involve your community in the design, development and delivery of the activities you're planning, so please tell us how you've done this. We believe this will help your project to be better supported by the energy and strengths that exist within your community and it is more likely to be successful as a result. By community, we mean people living in your local area, people who share a common interest, or people who experience similar barriers and issues.

We are keen to support smaller organisations. To achieve this, we'll take your organisation's income into consideration as part of our overall decision.

We would like as many people as possible to benefit from National Lottery funding. We expect all applications to:

- Be open to new people getting involved**.** This means that it should be easy for someone to join your group or take part in activities you're running. There shouldn't be any barriers, such as the need for someone to be recommended by a current member. We understand that sometimes there's a good reason why your activity isn't open to everyone, if so, please tell us about it in section 2 of your application.
- Support equal opportunities and challenge discrimination. You can find our equalities principles on our website tnlcommunityfund.org.uk/equalities
- Be completed by the organisation applying. Some businesses promote their services, may offer consultancy services, imply that they are acting on The Fund's behalf, or even complete an application form for you. We do not allow this or feel it's necessary. This does not relate to the useful guidance and support that agencies such as Community Voluntary Services provide to many of our applicants.

4. What can you spend the money on?

This section will help you plan your project.

For any goods and services that you wish to purchase, we recommend you have more than one quote where possible, to ensure best value for money.

Our funding is more flexible than ever, however, there are still some things we can't pay for. Here are some examples of what we can and can't fund, although this isn't exhaustive, so please contact us if you're unsure.

Can we fund this?

YES

- Training costs
- Volunteer expenses
- Staff costs
- Equipment
- Small capital projects
- Transport
- One-off events
- Utilities / running

NO

- Alcohol
- Profit making/ fundraising activities
- Recoverable VAT
- Statutory activities
- Contingency costs, loans, endowments or interest
- Political or religious activities
- Things already paid for
- Paying someone else to write your application
- Electricity generation and feed in tariff payments

Don't fund what you're looking for?

Find out what other National Lottery funding is available, for sports, arts, and heritage projects, by visiting: lotterygoodcauses.org.uk/funding-finder

5. Extra information

We have collated some information relevant to specific types of application or activity. Please have a read to check if it's useful.

Projects working with children, young people or vulnerable adults

If you are applying for a project to work with children, young people or vulnerable adults, you must have a policy that explains how you will make sure they will be safe. We may ask to see this, if we offer you a grant.

NSPCC provides an extensive range of free child safeguarding advice and information to the voluntary and community sector across the UK. For more information, please go to nspcc.org.uk/preventing-abuse/safeguarding

Work on land or buildings

If you own the land or building, or hold a lease that cannot be brought to an end by the landlord for at least five years, you don't need to provide anything. If you don't hold the lease before applying, you will need a letter from the owner indicating the land or building will be leased to you if you are successful in your application. If you need planning permission or building control then you must have it before you apply to us. You don't need to send us anything with your application but we may ask to see it.

Insurance, qualifications or affiliations to a governing body

Depending on the activities you want to do, your project may need public liability insurance, leaders or instructors who have special qualifications, or you may need to be affiliated to a specific governing body. You can apply to us to cover these costs.

Applications from branches of a larger organisation

Independent branches of larger organisations can apply directly to us, but must have their own governing document and be allowed to manage funds and staff without referring to another body. If you are not sure if you are a branch of a larger organisation, then we recommend you check your governing document as this should explain how your organisation is set up.

Dependent branches can also apply directly to us if they have the following:

- their own governing document (or have adopted the parent organisation's governing document)
- their own annual accounts
- their own bank or building society account in the legal name of their organisation as shown on their governing document, and are responsible for this account and how funds in it are spent

If we offer a dependent branch a grant, we ask the parent organisation to accept overall responsibility for it. For other dependent branches where there is less control, the parent organisation will need to apply.

6. What happens if we fund your project?

1. We will let you know your application has been successful

2. Then it's time to celebrate your grant!

3. Guidance and information about publicising your grant can be found on our website tnlcommunityfund.org.uk/welcome

4. Do your own publicity and tell your community

5. Call our press office if you need further guidance

6. We will make a press announcement

Information checks

As we're responsible for distributing public funds, we have a duty to carry out a number of checks on the information you provide to us. We have produced two guides to help you understand our checks. You can find them on our website tnlcommunityfund.org.uk/informationchecks. Please read these before you apply.

Keeping track of your grant

We need to know that you can keep National Lottery funding safe. We expect your organisation to have a set of financial procedures explaining how you use and manage money. As a minimum, we expect you to have a set of written procedures, agreed by your management committee which sets out arrangements for:

- cash expenditure
- cheque writing and signing
- authorising withdrawals (including through the use of a debit card if applicable)
- cash handling
- invoice authorisation
- keeping financial records

All cash withdrawals of grant money must be agreed by at least two people and cannot exceed £100. Receipts should be obtained for all cash purchases. All financial documentation such as invoices and receipts should be kept for up to seven years after the project has ended. We may ask you to provide us with information at any time during the grant, or up to seven years after the grant has ended.

Contact us

Email: general.enquiries@tnlcommunityfund.org.uk

Phone: 0345 4 10 20 30

Text relay: 18001 plus 0345 4 10 20 30

Website: tnlcommunityfund.org.uk

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