**The Sedgemoor Pitch your Project / Funding Den 2018**

**Guidance Notes and Application Form**

**Please read the following before you start completing the application form**

**You can apply for this funding if:**

* You are a voluntary, community or other not for profit organisation working in the Sedgemoor area
* Your organisation has a constitution and a bank account in the same name
* There are at least two unconnected people on your board or committee
* You **don't** currently have an open Awards for All England grant

**How much funding can you apply for?**

You can apply for between £300 and £10,000 to pay for things such as equipment, one-off events, training costs, volunteer expenses, running costs and transport.

**Is there anything we can't get funding for?**



There are a few things that we can't pay for such as alcohol, political or religious activities, anything you’ve already paid for and statutory activities. If you're not sure please **contact us** before you complete your application.

**How does the process work?**

1. Completed applications and a copy of a bank statement from last two months should be returned preferably by email to the **Spark** team at jemma.coles@sparksomerset.org.uk or Unit 5, Yeovil Small, Business Centre, Houndstone Business Park, Yeovil Somerset BA22 8WA by the deadline of midday on **1st December 2018** at the latest.
2. The team checks applications and compiles a shortlist - if we receive too many applications than we can host at the event, groups that haven't had Big Lottery funding previously and smaller organisations will be prioritised. We may contact you for some further information at this stage.
3. During the w/c 14th December we will advise applicants if they have been shortlisted.
4. Up to 15 groups will be asked to present at the Pitch your Project event (and attend a pitching workshop prior to the event if they want some help with their presentation).
5. At the Funding Den community event on **30th January 2018** each group will do a short presentation or pitch (max 5 minutes) about what they want the funding for and each audience member will be invited to vote for the projects.
6. The event gives groups the chance to tell the community more about what they do, raise their profile in the local area and meet other groups who operate locally.
7. The groups that receive the highest number of votes will receive their funding and any unsuccessful groups will get advice and support on any other funding opportunities.

If you have any questions about any of the above or need some support when completing the application form please contact:

Jemma Coles

Spark
jemma.coles@sparksomerset.org.uk

**Application Form**

1. **Tell us about your group/organisation**

|  |  |
| --- | --- |
| Name  |  |
| Address and postcode |  |
| E-mail |  |
| Start date of organisation (approximate) |  |
| Website (if applicable) |  |
| Charity or Company number (if applicable) |  |
| Department for Education number (if applicable) |  |

1. **What do you want to call your project/activity?**

**What types of activity can be funded?**

It needs to be an activity or project that will do at least one of the following:

* **brings people together and build strong relationships**
* **improves places/spaces that matter to the community**
* **enables more people to fulfil their potential by working to address issues at the earliest possible stage**

It's also important that local people are involved in planning and delivering the activity. You can get funding to do more of something your group has done before or try something new.

1. **Tell us what you want the funding for** (max 500 words)
2. **Where will the project/activity take place? (Postcode)**

1. **When will your project/activity start?** Your start date shouldn’t be before 20th February 2018
2. **Main Contact -** this should be the person we'll contact if we have questions about the application

|  |  |
| --- | --- |
| Title |  |
| Full Name |  |
| Date of birth |  |
| Role in the organisation |  |
| Telephone number |  |
| Mobile |  |
| E-mail |  |
| Home Address & Postcode |  |
| Previous Address (if at current address for less than 3 years) |  |

1. **Legally Responsible Contact -** this needs to be a different person from the main contact, must be at least 18 years old and should be the chair, treasurer, director or company secretary of the organisation (or head teacher for schools)

|  |  |
| --- | --- |
| Title |  |
| Full Name |  |
| Date of birth |  |
| Role in the organisation |  |
| Telephone number |  |
| Mobile |  |
| E-mail |  |
| Home Address & Postcode |  |
| Previous Address (if at current address for less than 3 years) |  |

1. **Please tell us if any of these contacts have any communication needs?**
2. **What is your organisational income?**

If your organisation is less than 15 months old and has not yet produced annual accounts, please give us the date you expect your first set of accounts to be produced and enter the income as zero.

Accounting year ending Click here to enter a date.

|  |
| --- |
|  |

Total income for the year

**Please tell us the costs you would like us to fund** (up to maximum of £10,000)

|  |  |
| --- | --- |
| **Costs** | **Amount (£)** |
| Example: venue hire | A450A |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |
|  |  |
| **Total amount requested** |  |

**Your declaration**

Please read this section carefully and make sure you understand it all, especially our terms and conditions.

**Data protection**

We hold and store your information in line with the Data Protection legislation currently in force and in line with our Data Protection Policy. Please read our full policy published on our website www.biglotteryfund.org.uk/data-protection. This policy may be updated from time to time. There are circumstances where we will share the information you have provided to us in this application in line with the limitations of legislation. We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes.

We will keep in contact with you throughout the life of your grant and we will send your regular email updates. These will contain useful information on a range of things including how to publicise your grant, information on other funding available and project ideas and tips from other grant holders.

**Freedom of information**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders and contractors. Please read our full policy published on our website www.biglotteryfund.org.uk/freedom-of-information. This policy may be updated from time to time.

If you think that there is information in your application that may be exempt from release if requested, then you should let us know when you apply. We will not usually release information about your project whilst it is being assessed. Otherwise we will use our judgement as to whether any exemptions may apply, which we may seek your opinion on. Personal information would be withheld subject to the requirements of the Data Protection Act 1998.

**Our approach to fraud**

We know the vast majority of the many thousands who seek and use our funding are genuine. However, if you provide false or inaccurate information in your application, or at any point in the life of any funding we award you fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

You can obtain further details explaining how the information held by fraud prevention agencies may be used by emailing dataprotection@biglotteryfund.org.uk, by telephoning our advice line on 0345 4 10 20 30, or by writing to Customer Services, Big Lottery Fund, 2 St James’ Gate, Newcastle upon Tyne, NE1 4BE.

**Standard terms and conditions for National Lottery Awards for All England**

**1 By submitting an application to the Big Lottery Fund, the organisation named in the application (referred to as “you” in these terms and conditions) agrees, if awarded a grant, to:**

* 1. hold the grant on trust for the Big Lottery Fund (referred to as “we” or “us”) and use it only for your project as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of the grant award;
	2. provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project;
	3. act lawfully in carrying out your project, in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant;
	4. acknowledge National Lottery funding using the common National Lottery branding in accordance with the relevant brand guidelines;
	5. hold the grant in a UK-based bank or building society account, which satisfies our requirements as set out in guidelines and requires at least two unconnected people to approve all transactions and withdrawals;
	6. immediately return any part of the grant that is not used for your project or which constitutes unlawful state aid;
	7. where your project involves working with children, young people or vulnerable adults, adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law or our guidelines;
	8. comply with data protection laws and obtain the consent of your beneficiaries for us and you to receive and process their personal information and contact them;
	9. keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original receipts and bank statements;
	10. allow us and/or the Comptroller and Auditor General reasonable access to your premises and systems to inspect project and grant records;
	11. the Big Lottery Fund publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don’t have permission for us to use it in this way; and
	12. If your project is being delivered in Wales, enable people to engage in both Welsh and English, treating both languages equally. Welsh speakers must be able to access information and services in Welsh and all materials must be produced bilingually.

**2 You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.**

2.1   You use the grant in any way other than as approved by us or fail to comply with any of these terms & conditions.

2.2 You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.

2.3   You have match funding for the project withdrawn or receive duplicate funding for the same project costs as funded by the grant.

2.4   You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring us or the National Lottery into disrepute.

2.5   You enter into, or in our view are likely to enter into, administration, liquidation, receivership, dissolution or, in Scotland, have your organisation’s estate sequestrated.

**You acknowledge that:**

3.1   the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;

3.2   we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as the National Lottery continues to operate and we receive sufficient funds from it;

3.3   the grant is not consideration for any taxable supply for VAT purposes;

3.4   we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;

3.5   these terms and conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.6, 1.9, 1.10, 1.11 and 3.4 shall survive expiry of these terms and conditions; and

3.6   if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these terms and conditions shall be deemed to be a signature of that agreement.

**Declaration**

**Tick the boxes and sign below to confirm that:**

[ ] You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and to accept the Terms and Conditions set out above on their behalf.

[ ] All the information you have provided in your application is accurate and complete and you will notify us of any changes.

[ ] You understand that we will use any personal information you have provided for the purposes described under the Data Protection Statement.

[ ] If information about this application is requested under the Freedom of Information Act, we will release it in line with our Freedom of Information Policy.

**Legally responsible contact** (this must be person named in Question 7)

Full name

Position in organisation

Date

Signed

**If you are planning to email us your application, please make sure that all signatures are scanned copies of real signatures.** Please email your completed application form and a scanned copy of your bank statement (covering the last two months) to jemma.coles@sparksomerset.org.uk or post everything to:

Spark
Unit 5, Yeovil Small
Business Centre
Houndstone Business Park
Yeovil Somerset BA22 8WA