



# MANX LOTTERY TRUST GRANT SCHEME

## APPLICATION FORM COMMUNITY AWARDS PROGRAMME For grants between £2,501 and £50,000



SUPPORTED BY



[www.mlt.org.im](http://www.mlt.org.im)



# COMMUNITY AWARDS PROGRAMME

## ACCESSIBILITY

Please contact us to discuss any specific communications needs you may have.

## OUR EQUALITY PRINCIPLES

- Promoting accessibility
- Valuing cultural diversity; promoting participation
- Promoting equality of opportunity
- Promoting inclusive communities
- Reducing disadvantage and exclusion.

## OUR MISSION

Helping the Island community and people most in need.

## OUR VALUES

We have identified three values that underpin our work:

- Being supportive and helpful
- Making best use of Lottery money
- Using knowledge and evidence.

Use this form to tell us about your organisation and the project you would like us to fund.

The questions in this application form allow us to gather the information we need to decide whether to fund your project. There is additional guidance in the helpful notes section on pages 25-29. Please also ensure that you read the guidance notes.

If you are not sure how to answer any questions, we will be happy to help. Please call or email using the following telephone number or e-mail address.

Manx Lottery Trust  
7 Auckland Terrace  
Parliament Street  
Ramsey  
Isle of Man  
IM8 1AF

Telephone: 0800 047 0036

E-mail: [grants@mlt.org.im](mailto:grants@mlt.org.im)

Please note that the office is staffed on a part-time basis but that you can leave a message on the answer phone.

We update our programmes from time to time, so if you have had this guide for more than three months, contact us or visit our website to check that you have the most up to date version.

We published this version in July 2019.



## COMMUNITY AWARDS

Please note our processes have changed and we now require all organisations including schools and other statutory bodies to provide us with the following:

- Home addresses and dates of birth for all contacts
- Financial information
- The date the organisation was established.

The helpful notes section provides further information.

**Before you start filling in this form make sure you have read the Community Awards Programme Guidance Notes carefully. In addition, to help you answer the questions, there are HELPFUL NOTES beginning on page 25. Please refer to these as you fill in the form.**

- For some questions we have a maximum number of characters that you can use in your response, to give you an idea of the amount of detail we need.
- You may well be able to answer these questions in fewer characters than the maximum.
- We update our programmes from time-to-time, so if you have had this form for more than three months, contact us or visit our website to check that you have the most up-to-date version. We published this version in July 2019.

If you are not sure how to answer any questions, we will be happy to help. Please call or email using the telephone number or e-mail address on page 2.

### ABOUT THIS FORM

If you have downloaded this form from our website or received it by email you can type directly into it and save your answers.

**You must not change any of the questions or alter any part of the form. If you do, we will not accept your application.**

Please email us your completed form. (However, if you need to use a paper form, please write clearly in black ink or type. Do not use correction fluid, as your application will be returned.)

### IMPORTANT NOTES

1. You can apply for between £2,501 and £50,000.
2. The total cost of your project must be less than £250,000.
3. You must be able to submit a complete application at least four months before your project starts and your project should be completed within 12 months from the date we confirm any grant offer.

You must be able to show that any funding from other sources will be raised, to enable your project to be completed within 12 months.

(Please note that, by exception, the Trustees may be able to award a grant over a period up to 36 months. Before applying, please contact us for guidance.)



# COMMUNITY AWARDS APPLICATION CHECKLIST

It is important that you work through this checklist before you start completing the application form. This checklist has been designed to help you decide if Community Awards is right for your project or organisation, before you go to the time and expense of submitting an application. The checklist also helps us, as it reduces the number of ineligible applications we need to process, which means we can keep our costs down and give more money out in grants.

## PART ONE

**You must be able to answer YES to ONE of the options in Part One to apply.**

Is your group a:	YES	NO
Voluntary or community organisation (including if you are a registered charity or company)	<input type="checkbox"/>	<input type="checkbox"/>
School	<input type="checkbox"/>	<input type="checkbox"/>
Parish or town council	<input type="checkbox"/>	<input type="checkbox"/>
Social Enterprise	<input type="checkbox"/>	<input type="checkbox"/>

If you answered no to all of the above then your organisation is not eligible to apply to Community Awards. Community Awards cannot fund organisations which make a profit, councils or individuals. Please check the "Who can apply" section of our guidance notes or contact us if you need clarification.

## PART TWO

**You must be able to answer YES to ALL of the options in Part Two to apply.**

Does your group:	YES	NO
Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals <small>This must be in the name of the organisation applying, unless you are a school.</small>	<input type="checkbox"/>	<input type="checkbox"/>
Have at least three members on its governing body or board of directors	<input type="checkbox"/>	<input type="checkbox"/>

About your project:	YES	NO
Is your application for between £2,501 and £50,000	<input type="checkbox"/>	<input type="checkbox"/>
Is your project date at least 4 months from the date you will send us the application or is it flexible	<input type="checkbox"/>	<input type="checkbox"/>
Will your project be completed within 12 months of receiving a grant	<input type="checkbox"/>	<input type="checkbox"/>

## PART THREE

### Is your application for:

	YES	NO
A project we have given funding for in the last three years	<input type="checkbox"/>	<input type="checkbox"/>
A project which is part of your normal work (this includes regular and repeat activities), unless it is more than three years since those activities or events have taken place, or they have been developed, for example they are to be run with new beneficiary types or in a new area	<input type="checkbox"/>	<input type="checkbox"/>
A project primarily to increase participation in sports, heritage or arts	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing staff costs (including salaries of permanent or fixed term staff)	<input type="checkbox"/>	<input type="checkbox"/>
Activities that will happen or start before we confirm our grant (which for successful applications is normally about four months from the date we receive your complete application)	<input type="checkbox"/>	<input type="checkbox"/>
Any costs you incur when putting together your application	<input type="checkbox"/>	<input type="checkbox"/>
Day-to-day running costs of your organisation (for example, utility bills, council tax, rent or insurance)	<input type="checkbox"/>	<input type="checkbox"/>
Contingency costs	<input type="checkbox"/>	<input type="checkbox"/>
A project which includes land or building work costing more than £250,000 (including VAT)	<input type="checkbox"/>	<input type="checkbox"/>
Land or building projects where the ownership or lease is not yet in place	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising activities for your organisation or others	<input type="checkbox"/>	<input type="checkbox"/>
Items that mainly benefit individuals (for example, equipment that is not shared)	<input type="checkbox"/>	<input type="checkbox"/>
Items that are purchased on behalf of another organisation? (Apart from, e.g. 'friends of schools', school associations)	<input type="checkbox"/>	<input type="checkbox"/>
Loans or interest payments	<input type="checkbox"/>	<input type="checkbox"/>
Endowments (to provide a source of income)	<input type="checkbox"/>	<input type="checkbox"/>
Political or religious activities	<input type="checkbox"/>	<input type="checkbox"/>
A project or activities that the state has a legal obligation to provide	<input type="checkbox"/>	<input type="checkbox"/>
Projects that you cannot maintain because of high ongoing costs or the need for specialist skills	<input type="checkbox"/>	<input type="checkbox"/>
A project that cannot be completed within 12 months of receiving a grant	<input type="checkbox"/>	<input type="checkbox"/>
The purchase of alcohol	<input type="checkbox"/>	<input type="checkbox"/>
Routine repairs and maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Used vehicles	<input type="checkbox"/>	<input type="checkbox"/>
VAT that you can recover	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of the above, we may not be able to fund your project. Please check our Guidance Notes for further information or contact us.



# PART ONE – ABOUT YOUR ORGANISATION

## 1. ORGANISATION ADDRESS

Organisation legal name

Does your organisation use a different name in your day to day work?

YES  NO

What other name do you use?

Organisation main or registered address including postcode

## 2. WHAT TYPE OF ORGANISATION ARE YOU? TICK AS APPROPRIATE

Charity

Voluntary/Community Organisation

School

Parish or town council

Social Enterprise

## 3. ORGANISATION DETAILS

Charity Number (if applicable)

Company Number (if applicable)

Department for Education Number(if applicable)

When was your organisation set up?

How many people are on your organisations governing body or board of directors?

What is your VAT status? VAT registered  Not VAT registered

What is your VAT registration number?

Are you a branch of a larger organisation?

YES

NO

If yes, what is the name of the larger organisation?

What is the address of the larger organisation?

Are there any restrictions on who can join your organisation?

YES

NO

If yes, what are they and why do you have them?

You can write up to 400 characters with spaces (about 50 words)

#### 4. EMAIL AND WEBSITE DETAILS

What is the main email address for your organisation?

This should be the email address people use to contact your organisation.

Does your organisation have a website?

YES

NO

If yes, what is your website address?

#### 5. BANK OR BUILDING SOCIETY DETAILS

Does your bank or building society account meet our requirements?

YES

NO

Bank or building society name and address

## 5. BANK AND BUILDING SOCIETY DETAILS (CONTINUED)

Organisation name on statements or passbook

Is this the same as on your governing document?

YES

NO

Account number

Sort code

Building society roll number, if applicable

Address your bank or building society has for your organisation for this account

## 6. PROVIDE A SUMMARY FROM YOUR MOST RECENT ACCOUNTS

Are the figures below: (tick one)

Information from the latest accounts approved by your organisation?

A projection because your organisation has been running less than 15 months?

Account year ending

Total income for the year (A)

Total expenditure for the year (B)

Surplus or deficit at the year end (A-B)

Total savings or reserves at the year end

Have your accounts been independently audited?

YES

NO

## 7. WHO IS THE MAIN CONTACT FOR THIS APPLICATION?

(NB This MUST be a member of your group. This must be a different person from the Senior Contact)

Title

Forenames (in full)

Surname

Position in organisation

Date of birth:



## 7. WHO IS THE MAIN CONTACT FOR THIS APPLICATION? (CONTINUED)

Home address

Have they lived at this address for the last three years?

YES

NO

If no, give their previous home address

Landline number

Second contact number (or mobile phone)

Email address

Do you have any communication needs?

YES

NO

If yes, what are your communication needs?

You can write up to 200 characters with spaces (about 20 words)

## 8. WHO IS THE SENIOR CONTACT FOR THIS APPLICATION?

(This must be a different person from the Main Contact)

- For voluntary and community organisations this must be your chair, secretary, treasurer or a senior member of your governing body.
- For companies this must be a director or the company secretary.
- For organisations that are both a registered charity and a company, this must be a director or the company secretary.
- For schools this must be your head teacher.
- For parish and town councils this must be your clerk to the council.

Title

Forenames (in full)

Surname

Position in organisation

Date of birth:

Home address

Have they lived at this address for the last three years?

YES

NO

If no, give their previous home address

Landline number

Second contact number (or mobile phone)

Email address

If we need to write to them, which address should we use?

Email

address

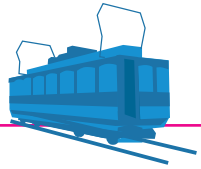
Does your senior contact have any communication needs?

YES

NO

If yes, what are they?

You can write up to 200 characters with spaces (about 20 words)



## PART TWO - ABOUT YOUR PROJECT

### 9. WHAT IS THE NAME OF YOUR PROJECT?

You can write up to 70 characters with spaces (about 10 words)

### 10. WHAT PROJECT OR ACTIVITIES DO YOU WANT US TO FUND?

You can write up to 2,500 characters with spaces (about 300 words)

## 11. WHEN WILL YOUR PROJECT TAKE PLACE?

Your start date should be at least four months after you send us your application. Your end date must not be more than 16 months after you send us your application.

Start date:

End date:

Is your start date: Fixed  Flexible

## 12A. WHERE ARE THE PEOPLE WHO WILL BENEFIT FROM YOUR PROJECT BASED?

Name of town/village

Local authority area

Area postcode, e.g. IM2

## 12B. WHERE WILL YOUR PROJECT TAKE PLACE?

Please give the location of the places where your project will happen.

If your project will take place at (or be run from) a single location, enter its postcode, enter 100% and select it as the main location.

If your project will take place at (or be run from) a number of locations, enter more rows and estimate a percentage for each one. Then select one postcode as the main location.

Please make sure the total adds up to 100%.

If the location doesn't have a postcode, use one for a nearby building.

Building name (or number) in street	Postcode	% Per Location	Main Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 13A. COSTINGS

How much will each item or activity cost and how much do you want from Community Awards?

Item or activity	A Total cost	B Amount requested from Community Awards
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Totals	£	£

### 13B. DETAILS OF ADDITIONAL FUNDING

If the total in column A is higher than the total in column B, where is the rest of the funding coming from?

You can write up to 800 characters with spaces (about 100 words)

### 13C. COSTING DETAILS

How have you worked out your costs?

This information will help us to assess whether your budget is well costed and realistic.

You can write up to 800 characters with spaces (about 100 words)

### 14. DETAILS ABOUT THE PROJECT LOCATION

Does your project involve work on land or a building, including refurbishment? YES  NO   
(You MUST own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least five years).

If yes, please answer both a) and b) below

a) Does your organisation:

own the freehold of the land or building?

YES

NO

hold a lease of at least five years that cannot be ended by the landlord?

YES

NO

b) Is planning permission needed for your project?

YES

NO

If yes, has planning permission already been granted?

YES

NO



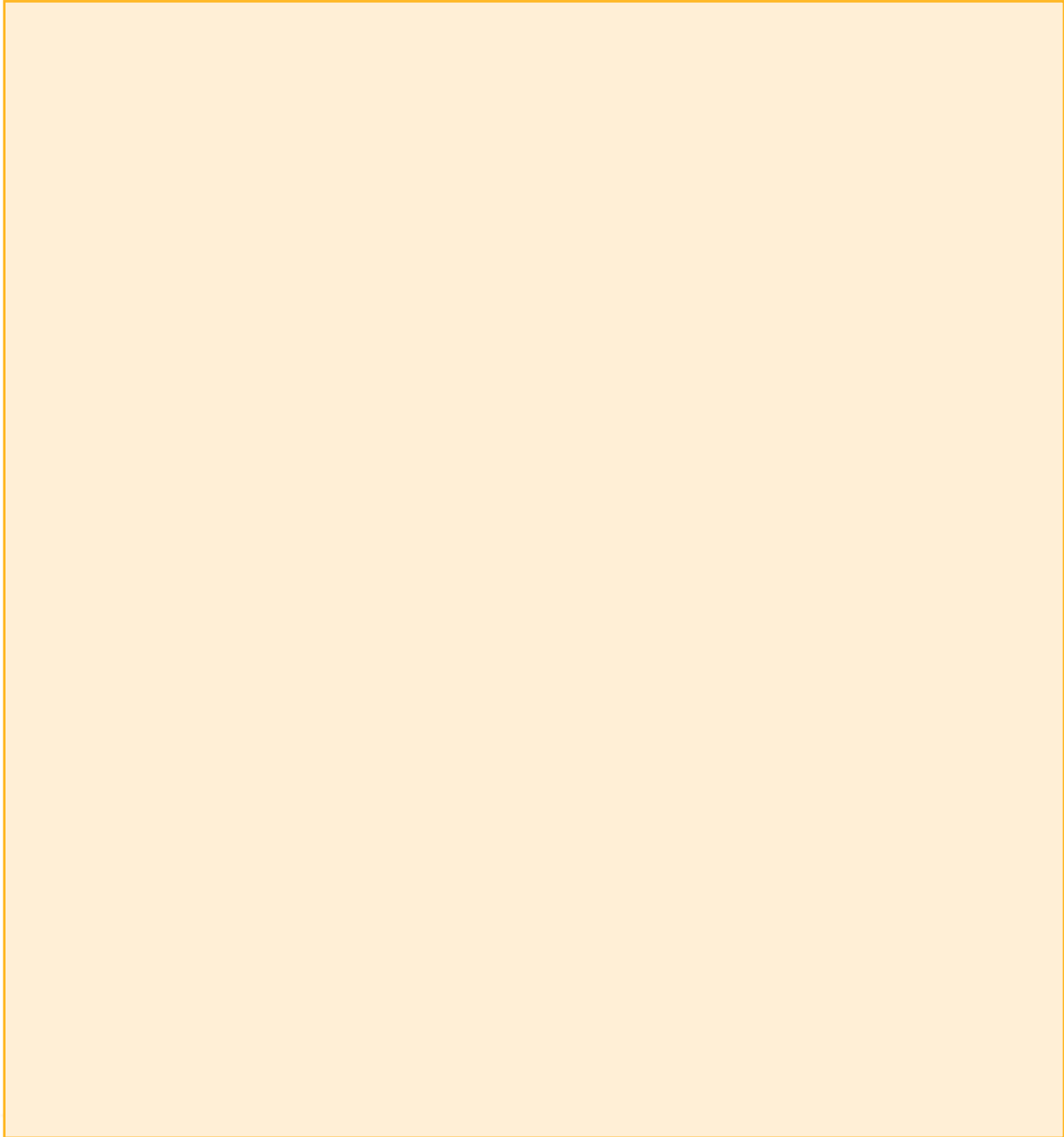
# PART THREE - THE DIFFERENCE YOUR PROJECT WILL MAKE

## 15A. WHY IS YOUR PROJECT NEEDED?

You can write up to 1,500 characters with spaces (about 200 words)

**15B. WHAT EVIDENCE DO YOU HAVE TO SHOW THAT YOUR PROJECT IS NEEDED?  
HOW HAVE YOU CONSULTED WITH THE PEOPLE WHO WILL BENEFIT FROM YOUR PROJECT  
AND WHAT DID YOU FIND OUT?**

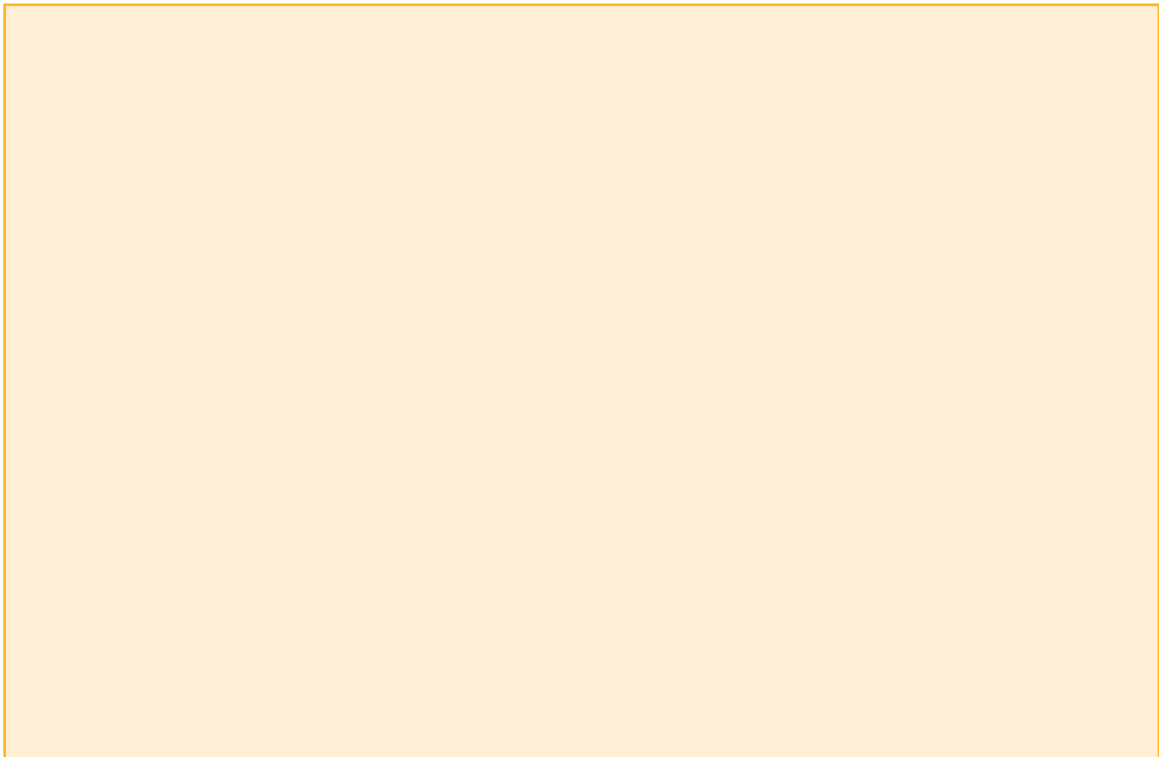
You can write up to 1,500 characters with spaces (about 200 words)





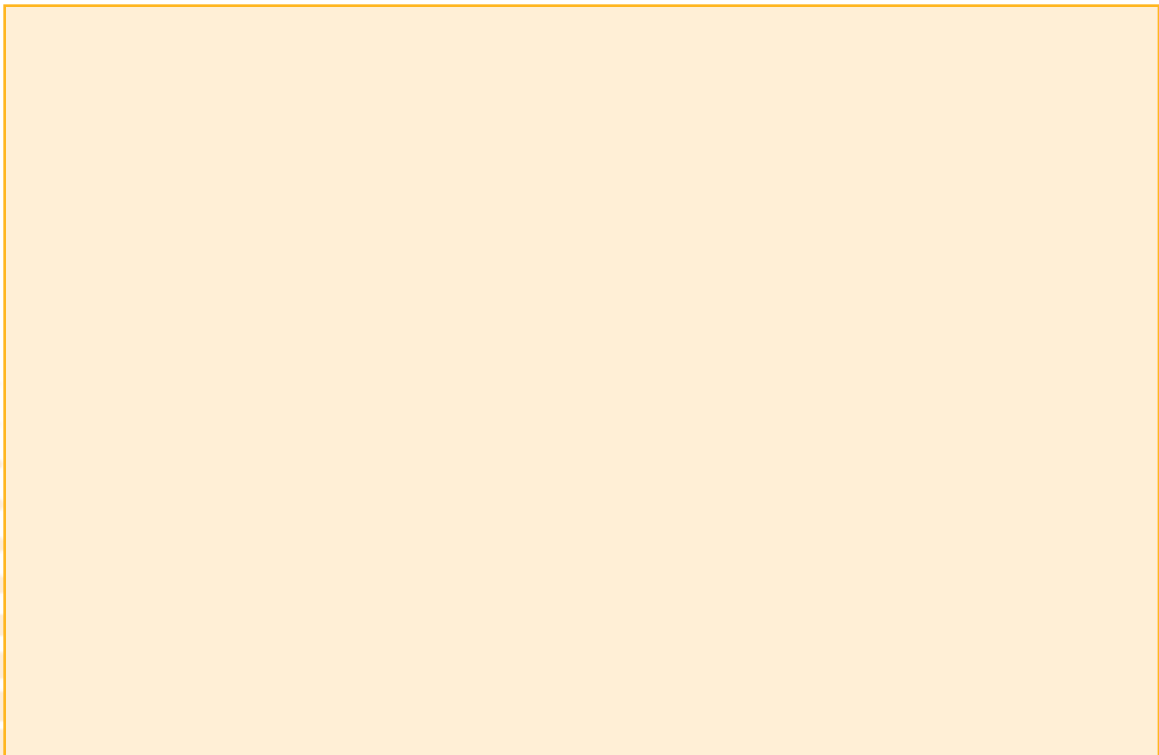
## 16A. HOW WILL YOU PROMOTE AND PUBLICISE YOUR PROJECT?

You can write up to 1,200 characters with spaces (about 150 words)



## 16B. HOW WILL YOUR PROJECT ACTIVELY SEEK TO INVOLVE AS WIDE A RANGE OF PEOPLE AS POSSIBLE?

You can write up to 1,200 characters with spaces (about 150 words)



## 17. WHAT IS THE CHANGE OR DIFFERENCE YOUR PROJECT IS GOING TO MAKE?

Tick the outcomes that reflect the change or difference your project will make. Your project must meet at least one of the outcomes to be considered for a grant, but you don't have to tick all four boxes. Only tick the outcomes your project will help to achieve.

People have better chances in life – with better access to training and development to improve their life skills.

Stronger communities – with more active citizens working together to tackle their problems.

Improved rural and urban environments – which communities are better able to access and enjoy.

Healthier and more active people and communities.

## 17. WHAT IS THE CHANGE OR DIFFERENCE YOUR PROJECT IS GOING TO MAKE? (CONTINUED)

Tell us in your own words how your project will meet each of the programme outcomes you have ticked.  
You can write up to 3,000 characters with spaces (about 400 words)

**18. DOES YOUR PROJECT INVOLVE WORK WITH CHILDREN, YOUNG PEOPLE UNDER THE AGE OF 18 OR VULNERABLE ADULTS?**

YES  NO

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisations work and the project you are asking us to fund
- review your safeguarding policies at least every year complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking:
  - criminal records and taking up references
  - check criminal records at least every three years
  - follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
  - provide child protection and health and safety training or guidance for staff and volunteers
  - carry out a risk assessment, if appropriate
  - secure extra insurance cover, if appropriate.

Does your organisation meet these requirements

YES  NO

## 19. DO YOU HAVE ANY OF THE FOLLOWING?

Public liability insurance	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Leaders qualifications	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Affiliation to a governing body	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Other insurance	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

If you answered yes to any of the above, please give more details.

You can write up to 1,200 characters with spaces (about 150 words)



## PART FOUR - BENEFICIARY MONITORING

We want you to tell us who will mostly benefit from your project. When answering each question you should consider the makeup of the population in the area where you are delivering your project and who you think is most likely to use or get involved in it.

If you tick 'No', this means that you don't expect any group or groups will benefit more than other groups listed. If you tick 'Yes', this means that your project will be particularly relevant to some of the groups listed.

We primarily ask these questions to understand the spread of our funding. There are no model answers. The information you give us will depend on what your project is for.

We will cross-reference the information you provide against other information supplied in your application form. If there are any inconsistencies we may follow this up with you.

## 20. ETHNIC BACKGROUND

Will your project mostly benefit people from a particular ethnic background?

Yes (tick up to three boxes below)

No (go to question 21)

### White

English/Scottish/Welsh/Northern Irish/UK

Manx

Irish

Gypsy or Irish Traveller

Any other White background

### Mixed/Multiple ethnic groups

Mixed ethnic background

### Asian/Asian UK

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

### Black/African/Caribbean/Black UK

African

Caribbean

Any other Black/African/Caribbean background

Arab

Any other ethnic group

## 21. GENDER

Will your project mostly benefit people of a particular gender?

Yes (tick one box below)  No (go to question 22)

## 22. AGE

Will your project mostly benefit people from a particular age group?

Yes (tick up to two boxes below)  No (go to question 23)

0-24 years  25-64 years  65+ years

## 23. DISABILITY

Will your project mostly benefit disabled people? YES  NO

## 24. RELIGION OR BELIEFS

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

Yes (tick one box below)  No (go to question 25)

No religion

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

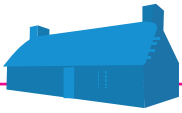
Other religion

## 25. SEXUAL ORIENTATION

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

YES  NO

**Please complete the checklist in Part Five before sending us your application**



## DATA PROTECTION AND FREEDOM OF INFORMATION

### DATA PROTECTION

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 our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award to you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

### FREEDOM OF INFORMATION

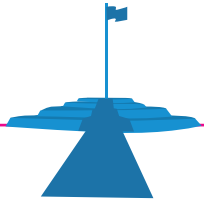
Freedom of Information legislation gives members of the public the right to request any information that we hold.

This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under Freedom of Information legislation we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Freedom of Information Act 2000 (United Kingdom) and Freedom of Information Act 2015 (Isle of Man).





## PART FIVE – FINISHING YOUR APPLICATION

**You must tick all the boxes below to confirm that:**

You have answered all the relevant questions in this application form.

You (the main contact named in question 7 of this application form) are authorised to apply for a grant from us (the Manx Lottery Trust) on behalf of your organisation.

You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.

Your organisation meets our eligibility requirements set out in our Community Awards Guide for applicants in the 'Who can apply' section and has the legal power to set up and deliver the project described in this application form.

If we make you a conditional offer you will send us the relevant documents set out in our Community Awards Guide for applicants under 'What we will ask you to send us' within 15 working days and you accept that we may withdraw any conditional grant offer if you do not.

You understand and accept our obligations under the Data Protection and Freedom of Information Act set out in our Community Awards Guide for applicants and on page 22 of this application form.

You are able to comply with the Community Awards terms and conditions of grant, which are available on our website [www.mlt.org.im](http://www.mlt.org.im).



## PART SIX- SENDING US YOUR APPLICATION

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We prefer to receive applications by email but we will also accept them by post. When your application form is complete, email it to: [grants@mlt.org.im](mailto:grants@mlt.org.im).

Please put the name of your organisation in the subject field of your email. You will receive an email from us confirming that we have received your application.

Or send your application to:

The Grants Officer  
Manx Lottery Trust  
7 Auckland Terrace  
Parliament Street  
Ramsey  
Isle of Man  
IM8 1AF

Please do not send any other documents or a covering note. If we need more information we will ask you for it during our assessment.

**We would be grateful if you would help us improve our customer service by taking part in activities such as market research, surveys or product testing. If you do not consent to take part in these activities, please tick the box otherwise we may pass your details on to organisations who do this work for us.**



## HELPFUL NOTES

### ABOUT THIS FORM

If you have downloaded this form from our website or received it by email you can type directly into it and save your answers.

You must not change any of the questions or alter any part of the form. If you do, we will not accept your application.

Please email us your completed form. (However, if you need to use a paper form, please write clearly in black ink or type. Do not use correction fluid, as your application will be returned.)

### QUESTION 1

Give the full name as it appears on your governing document. Please check this. If the full legal name is incorrect, it may delay your application. Tell us your organisations main or registered address, including postcode. If you're successful, this is the address we'll send your offer letter to.

### QUESTION 2

Please tick one box only. We explain what we mean by voluntary and community organisations on page 8 of our Community Awards Programme Guidance Notes.

### QUESTION 3

If you are a charity and company, please provide both numbers. Give us the date when your organisation adopted its current legal status. This should be in your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give an approximate date. Give the total number of people currently on your governing body or board of directors.

Refer to 'Who can apply' in our Guide for applicants for further clarification. If you are a branch of another organisation that has management and financial control over you they may have some legal responsibility if we give you a grant.

### QUESTION 4

If your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not. We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership.

It can be a personal email address if your organisation doesn't have an email address.

### QUESTION 5

You must have a bank account on the Isle of Man that requires at least two people, who are unrelated and do not live at the same address, to sign each cheque or withdrawal.

### QUESTION 6

The IOM Charity Registry website will give useful information on accounting and reporting. <http://www.gov.im/registries/courts/charities/> If you're a registered charity we'll expect you to follow this guidance but if you are not, you may still find it helpful.

All applicants must provide income and expenditure figures. Give a projection for the first full year if your organisation has been running for less than 15 months. Schools should include the whole school budget.

### QUESTION 7

This must be the person that submits the application. They should be someone from your organisation who can talk about your project and we can contact during office hours. They must be over eighteen years old. For schools, someone who is directly employed by the school must submit the application (for example, a teacher or administrator).

We need their date of birth and home address for our standard fraud prevention checks, so please check that the information provided is correct. You must provide a landline telephone number.

Examples of communication needs might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language

### QUESTION 8

By voluntary and community organisations we mean:

- registered and unregistered charities
- companies or unincorporated associations that are not-for profit
- co-operatives,
- friendly societies
- industrial and provident societies.

The senior contact must not be the same as the main contact in question 7.

They must be over eighteen years old. We need their date of birth and home address for our standard fraud prevention checks, so please check that the information provided is correct.

You must provide a landline telephone number. Tick one box only. We may not need to write to your senior contact but in case we do, tell us if they would prefer email or letters.

Examples of communication needs might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

### QUESTION 9

Give us a short title that we could use for publicity purposes. Try to make it unique to your project.

### QUESTION 10

Describe your project. By 'project' we mean the event or activities you plan to carry out using our grant.

Be specific about what you will do, how you will do it and what you would spend the grant on.

There is more detailed information about what we will and will not fund on page 9 of the guide for applicants. Read this carefully to check that we can fund what you want to do.

### QUESTION 12

Tell us the local authority area and postcode where the people who will benefit from your project are based.

If the people who will benefit are from a number of places, give the local authority area and postcode where the most people will benefit .

### QUESTION 13A

List all of the individual items or activities that make up your project. Provide a breakdown for each item if necessary. For example, don't just put furniture, list the different items: 5 tables, 30 chairs, 5 desks.

Include everything you will need for the project, even if you are not asking us to fund it. Give the total cost of each item or activity in column A and put how much you want from us in column B.

If you want us to fund all your project costs then the figures in column A and column B will be the same.

You must not include any VAT that you can claim back. The total requested from Community Awards must be between £2,501 and £50,000. Please check that you have added up the totals correctly.

### QUESTION 13B

If you need to raise funds from other sources you must be able to show that you will be able to do this and it will not affect your project or cause a delay.

Let us know if you have already raised some funds or plan to use reserves or savings. If you have applied to other funders but have yet to hear from them tell us who they are and when you expect a decision. If you want us to fund all your project costs and are not contributing any funding from other sources put not applicable.

### QUESTION 13C

Make sure the costs are accurate and based on quotations where possible.

### QUESTION 14

We may need you to send further information about land ownership if we offer you a grant. If you need planning permission, you must have it before you apply. We may need you to send confirmation that planning permission is not required, or that it is required and has been granted.

### QUESTION 15A

Tell us about the problems or issues your group aims to address.

### QUESTION 15B

Examples of the types of evidence you might use are:

- Organising a meeting that anyone interested in your project can come to.
- Carrying out a survey of people who use your service or those who might use it.
- Keeping a waiting list of people who want to get involved in your activities or use your service.
- Finding out if there is a lack of your type of facility, service or activities in the local area and whether people would use it if it was available.
- Researching any statistics about the people who would benefit from your project.
- Finding out if your project supports any local or national strategies.
- Evaluating previous projects or seeking feedback on a pilot project.

A consultation can include community surveys, focus groups and public meetings; the findings should be less than two years old. If you can't consult with the people that you want to help, tell us why.

We also want to know how:

- your project has been influenced by what people have told you
- you know that the people you want to help will use your project.

#### QUESTION 16A

Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.

#### QUESTION 16B

If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to tackle it. If your project will involve the wider community tell us how. If you plan to restrict who can take part in your project you should explain why, so that we can consider if this is acceptable.

#### QUESTION 17

Your outcomes are the changes or differences that we want our funding to achieve. Tell us in this section the difference or change you intend your project to make. Think about the change or difference your project will have on the local community or target beneficiaries.

Don't just repeat the programme outcomes using different words. Think about how the change or difference your project is going to make reflects our outcomes.

#### QUESTION 18

It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may ask to inspect at any time. We may seek further information from any bodies you are registered with, or inspected by.

#### QUESTION 19

Please answer a) to d). Depending on the type of project, you may need public liability insurance or qualified leaders.

Public liability insurance is required for any public events.

If your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors.

#### QUESTION 20

The list of ethnic backgrounds we use is taken from the 2011 Census.

Remember that everyone has an ethnic background. The category mixed ethnic background should only be selected if your project will mostly benefit people whose parents are of two or more ethnic backgrounds.

It should not be selected if your project will benefit people from a range of ethnic backgrounds.

#### QUESTION 23

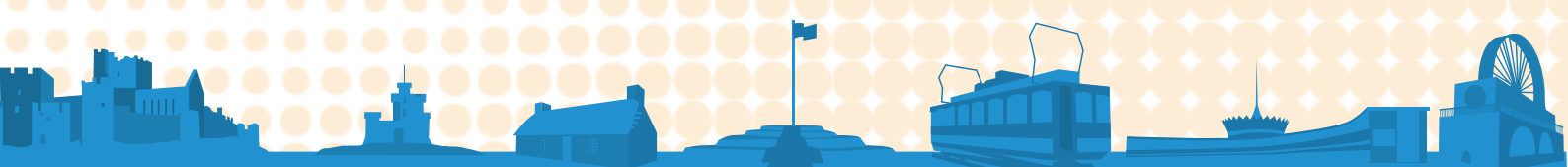
The category 'disabled' people should be selected if your project will mostly benefit people with a physical, mental, learning, sensory or cognitive impairment.

## PART FIVE - FINISHING YOUR APPLICATION

To apply for a grant from Community Awards you must tick all the boxes. Make sure that your governing body or board of directors know about this application and have agreed that you can send it to us.

You must be able to comply with our terms and conditions if we offer you a grant. You should check that you can before you apply. You can get a copy of our terms and conditions of grant from our website [www.mlt.org.im](http://www.mlt.org.im) or you can phone or email us and we will send them to you.

Before you apply, make sure you can provide all the information we may ask for if we make a conditional grant offer. This is explained in 'What we will ask you to send us' in our Community Awards Programme Guidance Notes



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