



# Your Awards for All Guidance Notes



# Contents

Welcome to Awards for All Northern Ireland	2
Your organisation can only apply for an award if...	3
You will need...	4
The Northern Ireland Lottery distributors	6
Key points to remember	9
Referees	10
Getting advice	14
The assessment process	15
What happens next	16
Applicants' charter	17
Contact details	18

# Welcome to Awards for All Northern Ireland

Thank you for asking for an Awards for All application pack.

Before you fill in your application form, please take time to read this booklet carefully. You will find information about who can apply for an award, the kinds of things we will give awards for and what happens when you apply.

## About Awards for All

Awards for All is a joint Lottery grants programme set up to help organisations in Northern Ireland. It involves the Arts Council of Northern Ireland, the Big Lottery Fund, the Heritage Lottery Fund and the Sports Council for Northern Ireland.

The main aim of this programme is to fund projects which involve people in their communities, bringing them together to enjoy a wide range of arts, sports, heritage, charitable, community, educational, environmental and health related activities. We will give high priority to activities which are new or develop what you do now.

If you are a local organisation and your project needs between £500 and £10,000, then Awards for All could be for you.

We hope these awards will improve people's lives and will strengthen community activity.

## Key features of Awards for All

- you can apply at any time
- the application form is simple
- you will normally hear the result in three months.

## We want to help organisations run projects which:

- ▶ **Bring people together and increase community activity** by helping communities to meet their needs through voluntary action, self-help projects, local facilities or events. Communities can be people in a local area or people who share a common interest or need.
- ▶ **Involve more people in a wide range of community activities** by involving more people in new activities and supporting activities which are open and accessible to everyone who wants to take part.
- ▶ **Increase skill and activity** by supporting activities which help to develop people and organisations – encourage talent and raise standards.
- ▶ **Improve quality of life** by supporting local projects that improve people's opportunities, welfare, health or environment, especially those most disadvantaged in society.
- ▶ **Are well organised and planned** by encouraging good organisation and planning of activities. Well thought out activities meet community needs better and have the most impact.



## Your organisation can only apply for an award if...



- you are a not for profit organisation
- you have a governing document or set of rules which you have adopted
- you have a bank or building society account in the name of your organisation, which requires at least two unrelated signatures on each cheque or withdrawal
- you can enclose your most recent annual accounts (or, for new organisations, a projected statement of income and expenditure) – these must be signed as approved by an office holder.
- you need a grant of between £500 and £10,000
- you can spend the grant within one year
- the people who will benefit from your project live in Northern Ireland
- you have at least three unrelated people on your management committee
- you have adopted appropriate policies in line with your type of work
- your grant will pay for your project related costs.

**All the documents you send us in support of your application must be in the full, correct name of your organisation, as in your governing document.**

# You will need...

## **A governing document or set of rules**

When we give you a grant your organisation enters into a contract with us. To do this you must have a governing document that explains what your group is set up to do. There is more information on governing documents on page 9.

## **Valid bank or building society account statements**

If you are successful, we will pay your award into the account that you specify on your application form. This must match the original bank statements that you provide and be in the same name of your organisation as in your governing document.

You need to send us **three months' worth of original consecutive bank statements** for your organisation. The most recent of these must not be more than three months old.

If your organisation uses a passbook account, you need to send us photocopies of the pages of the passbook that show the account name and number, as well as the last three months' transactions. You need to ask the building society to stamp and sign all the photocopied sheets as 'true copies of the original'. If your organisation uses an Internet account, you need to send us print outs of the last three months' transactions.

If you are a new group and do not have three months' worth of bank statements, you should send all the statements you have.

Statutory bodies do not need to complete the bank/building society details form and need only submit one recent original bank statement.

**If you do not send us all the information we require, we will not be able to process your application. We will ask you for the missing information but this will cause a delay as we can only make decisions within three months on complete applications. If you are unclear on anything, please see 'Getting advice' on page 14.**

If we cannot verify your account details, we cannot give you an award.

## **Accounts or income and expenditure projections**

All organisations must produce a set of accounts at the end of their financial year. These accounts are then agreed by the members of the organisation at an AGM. You must send us a copy of your most recent annual accounts, signed and dated as approved. If you are a new organisation which has not yet produced annual accounts, you must send us a projection of your expected income and expenditure for your first year. If you are not sure about accounts, please contact us.

Please note that the accounts must be in the full, correct name of your organisation, as in your governing document and signed as approved by an office holder.

Schools and health bodies do not need to submit accounts.





### **How much we can fund...**

- you can apply for funding from £500 to £10,000 for a project
- you can apply for up to £10,000 in any 12-month period from the date of your first award
- you can only hold one award at any one time
- you can re-apply if we have received and approved your completed end of award report (together with any other monitoring requirements we may need)
- if you have been awarded less than £10,000 for your first award in any 12-month period, you can re-apply for the remaining value up to £10,000.

Please apply only for what you need. We will reject applications for projects with budgets that have not been thought through.

Awards for All will fund full recovery of administration and overhead costs relating to the project, but we will expect most organisations to contribute something towards the cost of their project from their own resources.

Priority may be given to projects which we have **not** previously given a grant to.

### **Some examples of projects funded by Awards for All:**

- developing an existing service in your area, such as a playgroup, lunch club or information centre
- helping more people to play a fuller part in local life – for example producing a community newsletter, talking newspapers for people who are blind, mobility schemes or respite services
- helping your neighbourhood group to set up a new service in your community
- bringing professionals to work with voluntary groups
- removing barriers to taking part in sport or the arts for disabled people, young people, older people or those who are

economically disadvantaged

- small improvements to premises that you own or lease
- buying arts and sports equipment to improve standards and increase participation
- broadening sporting experiences by attending or staging sports events and festivals or organising trips to them
- increasing opportunities for people to take part in sporting activities, by building new or better playing and support facilities
- developing skills for leaders, administrators and officials
- giving talks on the local built, cultural or natural heritage to community groups
- getting together to carry out some simple works which allow more people to enjoy their local heritage
- recording people's memories and producing a book
- setting up a neighbourhood fruit and vegetable co-op to promote healthier eating
- creating a wildlife garden
- providing start up costs for a neighbourhood composting scheme
- providing training to help improve computer and other IT skills
- encouraging activities to improve health or promote good mental health, such as keep fit classes for older people
- commissioning a professional artist to write a new play or piece of music which your group will perform.

We welcome applications for projects combining a range of community activities.

If you are not sure whether we can fund your project, please give us a call on 028 9055 9090 or textphone 028 9055 1431 or check our website at [www.awardsforall.org.uk](http://www.awardsforall.org.uk)

We will try to help in any way we can.

# The Northern Ireland Lottery distributors



The four Lottery distributors contribute to the money distributed by Awards for All. If you are successful, your award will come from the distributor whose aims your project best meets.

## **Arts Council of Northern Ireland**

Our awards aim to increase participation and creativity in the arts at a community level.

We want to help voluntary and small professional organisations working in all art forms, as well as general voluntary groups using the arts as a means of bringing people and communities together.

We will give priority to applications for projects:

- that develop, increase awareness of, and expand people's participation in literature, language arts, traditional arts and dance
- which deliver the arts in areas of social and economic deprivation
- which will benefit victims or survivors
- which address cultural diversity.

We will give low priority to applications:

- from organisations currently receiving other Arts Council funds
- for computers and equipment which are mainly for administration.

If your overall project involves professionals, such as tutors or artists, we will need the names of each professional together with their current CVs.

**We will not fund:**

- building projects
- musical instruments or uniforms for bands
- the cost of travel to events outside Northern Ireland
- hospitality and catering costs which are purely for social events or launches.

## **Big Lottery Fund**

Our awards aim to bring real improvements to communities and to the lives of people most in need. We want our money to make a difference by helping:

- people to actively participate in their communities to bring about positive change
- people to develop their skills and widen their experiences
- people to work towards better and safer communities
- improve people's physical and mental health and well-being.

We particularly welcome applications from smaller organisations.

We will give priority to applications which:

- build community capacity
- increase opportunities for volunteering.

We will give low priority to applications

- for activities that are similar to those you have delivered in the past
- from organisations with a high level of income.

### **Statutory bodies**

Statutory bodies will have to show that they are carrying out new projects which are:

- not for activities that the Government has a legal obligation to provide
- in addition to existing funding and not already supported by funding from taxes.

Statutory bodies do not need to submit a governing document but district councils and health bodies should submit a letter with their application from their chief executive confirming their status. Schools should give their school reference number on the application form. Statutory bodies do not need to complete the bank/building society details form and need only submit one recent, original bank statement.

## **Heritage Lottery Fund**

Heritage includes many things inherited from previous generations such as historic buildings and sites, local collections, wildlife places, archaeological features, monuments and industrial objects. It also includes customs and traditions or people's histories and experiences of a particular place or time. We want to support projects that help people celebrate and understand their heritage.

### **Successful projects will be those that:**

- introduce people to heritage for the first time or extend their experience of different types of heritage
- investigate local heritage in a way that will explain and present what is discovered
- increase public access to, and enjoyment and appreciation of, the heritage assets and their cultural or historic associations
- involve the wider community in heritage activities and present findings locally, for example, mounting local exhibitions, printing and producing results
- involve and train local volunteers.

### **We will not fund:**

- maintenance and work to comply with the Disability Discrimination Act
- creating heritage, including making replicas
- feasibility studies
- projects otherwise funded by the Heritage Lottery Fund
- small parts of much larger projects
- setting up new visitors' centres, heritage centres, museums or permanent archives
- work that is a statutory requirement
- activities that will damage the heritage
- projects which do not have a heritage focus.

### **Sports Council for Northern Ireland**

Our awards will support projects that aim to increase participation or improve standards of performance in sport.

We will support organisations that use sport as a means of bringing people and communities together.

### **Activities we may fund include:**

- coaching courses for players or participants
- courses that will develop the skills of volunteers and members, for example coach development, child protection or equity
- starting up new groups or new sections of existing groups
- additional sports equipment
- additions or improvements to existing facilities
- the staging of local, provincial, national or international sporting events
- the start up costs associated with larger sports projects.

### **High priority projects**

We recognise that there are many factors which can result in people or groups being disadvantaged or under represented in sport and physical recreation. Examples of groups that are under represented in sport include minority ethnic communities, older and younger people, women and girls, lone parents and people with a disability. We will give a higher priority for funding to applications for sports projects that will involve under represented groups or help address social need.

### **We will not fund:**

- sporting activities not recognised by the Sports Council Northern Ireland (SCNI)
- replacement equipment
- office equipment or furniture
- items of personal equipment
- trips beyond Great Britain and the Republic of Ireland
- projects that repeat, or are similar to, projects from the same organisation that we have funded within the last three years.

### **Notes for applicants**

Applicant organisations that participate in dangerous sports must be affiliated to the governing body of their sport that is recognised by SCNI.

If a funded project will use external coaches, the applicant organisation must ensure that the coaches hold appropriate insurance and know about, and comply with, all relevant policies, for example child protection.

If an award is to be used for the purchase of second hand equipment, the items must be verified as 'fit for purpose' by an appropriately qualified and experienced person.

For more advice please call the SCNI on 028 9038 2222 or visit the website at [www.sportni.net](http://www.sportni.net)



# Key points to remember

## Governing documents

Your governing document must include:

- your organisation name, aims and objectives
- details of how it achieves those objectives
- details of how its governing body (management committee) is elected or appointed
- details of how people can join your organisation – if your organisation has a membership, we will check that there is open membership, in other words that anyone can join who wants to, or that there is a good reason why this is not the case
- details of how it manages its finances
- details of what would happen to the assets if the group closes (a dissolution clause)
- the date when the organisation adopted the governing document
- the signature of an appropriate office bearer – such as your secretary, chair, vice-chair or treasurer.

## Accounts or income and expenditure projections

All organisations must produce a set of accounts at the end of their financial year. These accounts must be agreed by the members of the organisation at an AGM. You must send us a copy of your most recent annual accounts, signed and dated as approved by an office holder. If you are a new organisation which has not yet produced annual accounts, you must send us a projection of your expected income and expenditure for your first year. If you are not sure about accounts, please call us.

Please note that the accounts must be in the full correct name of your organisation, as in your governing document.

Schools and health bodies do not need to submit accounts.

## Valid bank or building society account statements

If you are successful, we will pay your award into the account that you specify on your application form. This must match the original bank statement that you provide and be in the same name of your organisation as in your governing document.

You need to send us **three months' worth of original consecutive bank statements** for your organisation. The most recent of these must not be more than three months old.

If your organisation uses a passbook account, you need to send us photocopies of the pages of the passbook that show the account name and number, as well as the last three months' transactions. You need to ask the building society to stamp and sign all the photocopied sheets as 'true copies of the original'. If your organisation uses an Internet account, you need to send us print outs of the last three months' transactions.

If you are a new group and do not have three months' worth of bank statements, you should send all the statements you have.

**If you do not send us all the information we require, we will not be able to process your application. We will ask you for the missing information but this will cause a delay as we can only make decisions within three months on complete applications. If you are unclear on anything, please see 'Getting advice' on page 14.**

You must also return the Bank/Building Society Account Details Form, correctly completed.

If we cannot verify your account details, we cannot give you an award.

Statutory bodies should refer to page 7 for further information.

# Referees

Before you send your application to us, your referee must complete question 19.

This person must have known your group and its work for at least one year. If you are a new organisation, this should be someone who is fully aware of what you are trying to do and has known your group since its start. They should be a working professional in a field of work that is relevant to your project and be able to talk about your work, the project applied for and the issues that relate to it.

Your referee must be independent of your organisation and your management committee.

## They must not be:

- a current member of your group, a trustee or a member of staff
- related to someone in one of these positions
- formerly (that is, within the last two years) in one of these positions
- someone who will directly benefit if you get an award.

## Examples of suitable referees include:

- arts development officer
- sports development officer
- officer from a development agency, for example, a rural community council
- local councillor
- Member of Parliament
- Justice of the Peace
- senior bank official
- religious leader
- healthcare professional\*
- school teacher\*
- youth worker\*
- social worker\*
- police officer\*.

\*These are occupations that have been approved for projects working with children. If your project is working directly with children, your referee should be from the examples marked with an \*. If your referee is not in one of these identified occupations, they must clearly state the relevance of their profession and any relevant qualification(s) related to working with children on the application form.

If you are unsure whether your referee is suitable, please call us.





## Branches

Your organisation may be linked to a larger organisation. If so, you can normally only apply if your organisation is an **independent** branch. If you are not independent, you may still be able to apply for an award, but you will need the support of the larger organisation. By 'independent' we mean that you must have:

- your own governing document
- a management committee of your own which has control over your work
- a bank or building society account in the exact name of the organisation and under its direct control
- your own annual accounts approved by your own management committee, signed and dated
- control over your own income and how you spend it.

If you are **not independent**, but have a management committee, a bank account in your own name and produce your own annual accounts, you can still apply for an award. To do this, you will need the support of the organisation you are linked to and must make sure that they will take legal responsibility for any award made to you. Please discuss this with the larger organisation before you apply. The Awards for All office (see contact details on the back page) can tell you what you need to get from the larger organisation.



### **Child Protection and other legal requirements**

We need to be sure that any children, young people and vulnerable adults you may work with will be safe. If your project will be working with any of these people, you must show us that you have a policy in place that explains how you will make sure they will be safe. We may ask for other policies that are relevant to the running of your project.

### **New groups**

We welcome applications from new organisations. If you are a new organisation, your committee should draw up and adopt a governing document before you apply. We realise that new organisations will not yet have a set of accounts. Instead, we need a projection of your income and expenditure for your first year. You will also need a bank account or building society account. All the documents you send us must be in the full correct name of your organisation, as in your governing document.



**Please check each Lottery distributor's requirements but in general terms we will not fund:**

- general running costs which are not part of your project, for example regular ongoing staff costs, rates, gas or electricity bills, routine repairs and maintenance (including maintenance equipment), regular rent payments
- major refurbishment or part funding of a major capital project
- items which only benefit an individual for example; prizes, scholarships, bursaries, personal clothing or equipment, purchase of tickets for events
- endowments
- loan payments
- vocational training
- VAT that you can recover from HM Revenue and Customs
- activities promoting religious beliefs
- activities promoting political beliefs
- activities that are funded through taxes
- costs which will be paid to members of the applicant group, for example as tutors or facilitators
- goods or services that you order or receive before the date of our award letter (retrospective funding)
- second hand equipment (except sports)
- websites (unless your project focuses on community activities and not the arts, sports or heritage)

- donations (to individuals, groups or charities)
- fundraising events or activities
- affiliation or membership fees (except if an organisation is new)
- costs we think are unreasonable.

Please allow **three months** for us to process your application.

**We cannot make awards to:**

- companies which aim to distribute a profit
- most statutory bodies – see page 7 for further information
- appeals or charities set up to support statutory bodies
- individuals.

**Aims of Awards for All**

Awards for All aims to extend community participation, so you must show how your project will benefit the wider community.

## Getting advice

You will probably find it helpful to talk to someone who knows about your organisation's work and can advise you on your application, including help with your governing document, if you need it. The following organisations may be able to give you advice on preparing your application to Awards for All:

- ▶ Your district council such as a community development officer, grants information officer, sports development officer or arts officer.
- ▶ The Heritage Lottery Fund or a heritage organisation that has experience of the type of project you want to do.
- ▶ Northern Ireland Council for Voluntary Action (NICVA).
- ▶ Your relevant parent or umbrella body, local network or governing body.

Please see your local phone book for contact numbers.



## The assessment process

- ▶ Your application form and enclosed documents are received and we check to see whether they are complete.
- ▶ Please provide all relevant documentation for example, your detailed costings, quotes, CVs for professionals etc.
- ▶ If your application is complete, we will acknowledge it within five working days. We will give you a reference number to use in the future.
- ▶ If your application is not complete, we will ask you for the missing information and give you a two week deadline date to supply the information (the date will be on the letter you will receive, telling you that the application is incomplete).
- ▶ If we receive all required information, we will then assess your application and put it forward to the next scheduled decision making process.
- ▶ If we decide to give you an award, we will write to you and confirm the amount and what the award is for. We will let you know how you should monitor your project.
- ▶ If we reject your application, we will let you know why. This may help you to decide whether or not to apply to Awards for All again.
- ▶ If your application is successful, we will send payment within one month to the bank account you gave in your application.
- ▶ You will have to monitor your project while it is happening.
- ▶ Once you have finished your project you will have to complete an end of award report.
- ▶ You may be visited by an awards officer or asked to produce receipts for all expenditure relating to the award.

# What happens next?

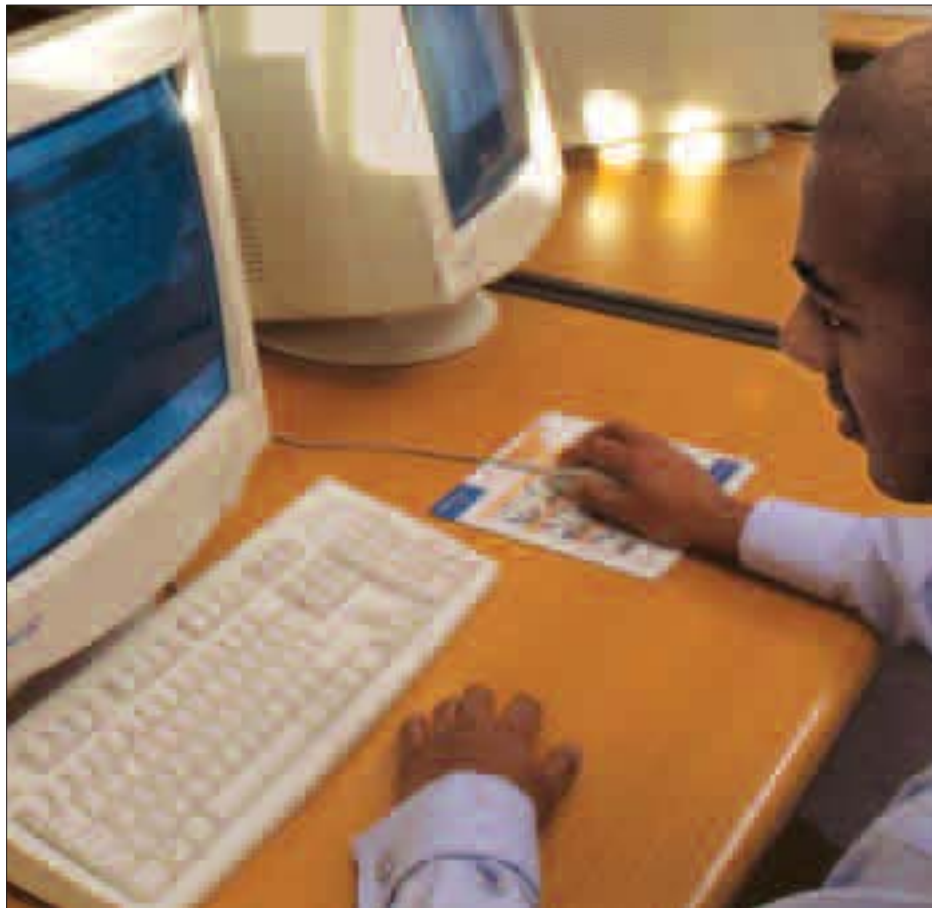
After one of our awards officers has assessed your application, it will be sent to the Lottery funder most likely to fund your project for a decision.

You should normally hear the result within three months of us receiving your complete application, **although it will take longer if your application is incomplete**. If your application is successful, we will send you a letter saying how much the award is. We will normally pay the award into the bank account you gave on your application form within one month from the date of the award letter. This means there could be **up to four months** from when you apply to when you receive the award. Please remember this when you submit your application.

If your application is not successful, we will tell you the reasons why. This may help you to decide whether to apply again.

## Successful applications

If we make an award to your organisation, you will have to keep to our terms and conditions. You will also have to comply with all relevant legislation affecting the way you carry out your project. You must agree to our terms and conditions beforehand by signing the contract section of the application form. This does **not** guarantee that you will get an award, but will help us pay any award quickly. If you get an award, you must use it only for the project set out in your application form. You **cannot** give the award, or assets acquired with it, to any other organisation or individual. You must spend the award within one year of the date on our award letter and you will have to comply with our monitoring and reporting requirements.



# Applicants' charter



## We aim to:

- be easy to contact for a wide range of organisations and communities, large and small
- reflect the diversity of organisations and communities across Northern Ireland in our awards
- be open and responsible, fair and balanced in the way we do things
- practise equality of opportunity in all areas of our award giving.

## We will:

- monitor and evaluate our service to ensure that we are providing the best service we can
- answer questions promptly, professionally and courteously
- assess all applications against our criteria
- make sure that no applicant receives less favourable treatment on the grounds of race, colour, nationality, age, religion, political opinion, ethnic origin, gender, sexual orientation, marital status, dependent status or disability.

## Courtesy and helpfulness

We aim to be efficient, courteous and supportive in everything we do. Where possible, we will suggest how organisations can get help to complete their application form.

## Putting things right

If you have a complaint about any part of the Awards for All application process, please ask for a copy of our 'How to Complain' leaflet, so that you can take this further.

## We welcome your comments and suggestions

We are committed to giving you helpful information in the best way possible. If you would like to make comments or suggestions for improving our publications or processes, please let us know. Our contact details are on the back page.

## Please read carefully

You must read and understand this section **before** applying to Awards for All.

- ▶ All decisions on applications are final.
- ▶ Once we have paid an award, we are not committed to giving any more funding for your project.
- ▶ Government policy and rules on distributing Lottery funds can change. So can the information in this booklet. We may alter our policies, processes and assessment criteria.
- ▶ The application form does not necessarily give all the information we need to decide on your application. If necessary, we may ask for more information to check your application and organisation.
- ▶ Please do not try to influence the decision by lobbying a Lottery funder, directly or indirectly.
- ▶ We may use the name of your organisation and its project in our own publicity materials if you are successful.



Supported by



**Application forms only:** 0845 600 2040

**Office details for returning applications,  
advice and queries:**

Awards for All,  
1 Cromac Quay,  
Cromac Wood,  
Ormeau Road,  
Belfast, BT7 2JD

Phone: 028 9055 9090

Fax: 028 9055 9091

Textphone: 028 9055 1431