



Your Awards for All Application Form



Awards for All Application Form

Once you have completed your form, please check through the following list and include all the relevant documents when you decide to submit it to us. The following checklist provides a summary of the information that you must submit. Ensure that you have ticked each box relevant to your application, provided any additional information requested and signed below. Your application should then be sent to the appropriate address as shown on the back cover of the application pack.

Checklist

Application checks:

- We have answered all the questions on the form.
- The main contact named in question 2 has signed the declaration on page 8.
- The independent referee has signed question 19.
- A senior person from our organisation (not the main contact from question 2) has signed the contract.

Attachments:

- We have enclosed our governing document or set of rules (or letter as described on page 7 of the guidance notes as we are a district council or health body).
- We have enclosed our latest annual accounts or financial projection (unless we are a school or health body).
- We have enclosed three consecutive months' worth of original bank statements with the most recent being no older than three months (or one original bank statement as we are a statutory body).
- We have enclosed the completed bank/building society account details form that has been stamped and signed by our bank (unless we are a school, health body or district council).
- We have made a copy of this application to keep for our reference.

Please remember that if you have not answered all relevant questions and submitted the information we require, **we will have to return your application to you and this will delay our decision.** It will take up to three months (from when we receive your complete application) for you to get a decision.

The questions in this application form allow us to gather the minimum amount of information we need to be able to make a decision about funding for your proposed project. There are guidance notes next to each question.

Please write clearly in black ink or type.

If you make any mistakes, please cross through these and do not use correction fluid.

About your group

Unique Reference Number (office use only)

Q1 About your group

Name of your group, school or body as it appears on your governing document or set of rules

Address of group, school or body (this may be where the group is based or where activities take place), including full postcode.

Postcode

Website address

Email address

Type of group

School

Type of school

School reference number (if applicable)

Health body

Type of health body

District council

Note: Statutory bodies do not need to submit a governing document but district councils and health bodies should submit a letter from their chief executive confirming their status, and schools should give their school reference number.

Group recognised by the HM Revenue and Customs in Northern Ireland as charitable for tax purposes

Charity registered in England & Wales
Charity or tax registration number

Company Limited by guarantee

Unregistered community group/club/society

Other

Please specify

When did your group start?

Month/Year

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If you are a branch or related to a larger organisation, please tell us which one. Further guidance may be found on page 11 of the guidance notes (Branches guidance).

What are the main activities of your group?

About your group

Q2 Main contact for this application

This must be someone from your group who can talk about your project and can be contacted during normal office hours. **This person must also sign on page 8.**

Title First name Surname

Position held in group, school or body

Home address – must be the main contact's residential address

<input type="text"/>
<input type="text"/>
Postcode

Date of birth Email address

Telephone/textphone Day Evening

Contact address – where all correspondence will be sent to (if different from home address)

<input type="text"/>
<input type="text"/>
Postcode

If you have any specific communication needs, tell us what they are

Textphone Sign language Other language

Other

(please specify)

About the project or activities you are planning

Q3 What is the name of your project?

Q4 When do you expect your project to take place?

Start date (month/year)

End date (month/year)

Q5 What project or activities will take place if you receive an award?

Q6 Explain how you know that people in your community want this project. What evidence have you collected?

Q7 How many people do you expect to benefit directly from your project/activity?

Q8 What ages are the people who you hope to benefit from your project?

0-24

25-64

65+

Remember that it will take up to three months for you to hear a decision. Please allow at least four months between the date you apply and your project start date.

Be specific about what you will do and how you will do it.

Tell us how you identified the need for your project. For example, a community audit, questionnaires, surveys.

An estimate is fine if you cannot be exact but please give a number.

Using the number from Q7, estimate how many people fit into each group.

About the project or activities you are planning

These could relate to participants, organisers and the general public. If your project works with children/vulnerable adults, you must have a protection policy.

Q9 What, if any, special safety issues are related to your project/activity? If your project is working with children, how will they be kept safe?

Please tick/complete boxes if your group has any of the following:

Public liability insurance	<input type="checkbox"/>	Other insurance (specify)	<input type="text"/>
Child protection policy	<input type="checkbox"/>	Vulnerable adult policy	<input type="checkbox"/>
Leader's qualifications	<input type="checkbox"/>	Specify	<input type="text"/>
Affiliated governing body (Compulsory for dangerous sports)	<input type="checkbox"/>	Specify	<input type="text"/>
		Your reference	<input type="text"/>

Your answer is important as it enables us to see if your project meets one or more of our aims and helps us make a decision about your application.

Q10 Please tell us how your project will meet one or more of the aims of Awards for All

1. Bring people together and increase community activity.

2. Involve more people in a wide range of community activities.

3. Increase skill and activity.

4. Improve quality of life

Please turn to page 2 of the guidance notes and read the four aims of Awards for All before answering.

About the project or activities you are planning

Q11 How much is your project going to cost and how much do you need from Awards for All?

Item or activity	A Total cost of project	B Requested from Awards for All
<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"/>
<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"/>
<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"/>
Totals	£ <input type="text"/>	£ <input type="text"/>

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

Q12 Please describe any contribution that you are making towards this project.

Please give as much detail as you can. To support your costings, you may wish to send us the quotes that you have based them on. Give the total costs for your project in column A and put how much you want from us in column B. This must be between £500 and £10,000.

Let us know if you already have the funds or where they will come from.

Might be in cash or in kind, for example volunteer time or donations other than money, such as equipment.

About the project or activities you are planning

All groups (including schools) that have run for one year or more must complete this question. If you have been running for less than one year, do not complete this but remember to submit a financial projection.

Q13 Provide the following details from your most recent annual accounts.

Account year ending: Day/Month/Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (gross) income	£ <input type="text"/>		
Total expenditure	£ <input type="text"/>		
Balance at year end	£ <input type="text"/>		
Savings (reserves, cash, investments)	£ <input type="text"/>		

If your savings are more than your annual income, what are they being held for?

This relates to any Lottery grant scheme and not just Awards for All. Continue on a separate sheet if necessary.

Q14 Please tell us if your group has applied for a Lottery grant before.

Lottery funder	Reference number	Successful		Amount awarded
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>

Q15 Please tell us if your group has ever received a grant from another source.

Funder	Reference number	Amount awarded
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Q16 How many people are involved in running your group?

Management committee Volunteers Other

You must have at least three unrelated committee members.

By 'led by' we mean the majority of people involved in running the group.

Q17 Would you describe your group as being led by any of the following (tick all boxes that apply)?

Disabled people Young people (25 or under) Older people (60+)

Women and Girls People of minority ethnic background

About the project or activities you are planning

This must be the person named in question 2.

Q18 Main contact's signature

I confirm that to the best of my knowledge and belief, all the information in this application form is true and correct and that the relevant information has been submitted. I understand that you may ask for additional information at any stage of the application process.

Data Protection Act

We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.

We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other Lottery distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention or detection of fraud.

We might use the data you provide for our own research. 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 Act

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, contractors and people making a complaint.

If information is requested under the Freedom of Information Act 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.

Declaration

We will take your signatures on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

Signature of main contact

Date

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About the project or activities you are planning

Your referee must be independent of your group and people on the management committee; have known the group for one year or from its start and be working in a relevant field. Examples are given on page 10 of the guidance notes.

Q19 Independent referee

Title First name Surname

Date of birth

Employer

Occupation

Job title

Email

Membership of a professional body

Membership number

Contact address, including full postcode

 Postcode

Telephone/textphone Day Evening

If you have any specific communication needs, tell us what they are

Textphone Sign language Other language (please specify)

Other

How long have you known the group applying? Years Months

How do you know the group applying?

I have known this group and its work for at least one year or from its start. I have read the application and I support this request for funding. I am willing to be contacted to discuss this application and at a later date to comment on the grant, if this application is successful

Signed

Date

Please explain your relationship with the group.

About the project or activities you are planning

Q20 Senior contact and signatory to contract

Title First name Surname

Date of birth

Position in group Email

Home address, including full postcode

<input type="text"/>
<input type="text"/>
Postcode

Telephone/textphone Day Evening

Address for correspondence, including full postcode if different from above

<input type="text"/>
<input type="text"/>
Postcode

If you have any specific communication needs, tell us what they are

Textphone Sign language Other language
(please specify)

Other

The senior contact must sign the contract on page 18

Q21 Second senior contact and signatory to contract (for companies only)

Title First name Surname

Date of birth

Position in group Email

Home address, including full postcode

<input type="text"/>
<input type="text"/>
Postcode

Phone number Day Evening

Address for correspondence, including full postcode if different from above

<input type="text"/>
<input type="text"/>
Postcode

This may be the chair, secretary, treasurer, head teacher, chief executive or director.

This must not be the same person as named in Question 2.

If your organisation is a company, the second senior contact must also sign the contract on page 18.

Additional Information about the people who will benefit from your project

Complete this question to the best of your knowledge.

A1 Where do most of the beneficiaries live?

Name of town, city or village and council area

Postcode of where your project will take place (if applicable)

A2 Is your project directed at or of particular relevance to, any of the following groups of people? You can tick up to three categories

Please use the 'Other' box if there is a better description of the people you are targeting.

There is no need to put specific numbers.

People living in rural areas	<input type="checkbox"/>	Unemployed people	<input type="checkbox"/>
People living in urban areas	<input type="checkbox"/>	Disabled people	<input type="checkbox"/>
People on a low income	<input type="checkbox"/>	Older people	<input type="checkbox"/>
Carers	<input type="checkbox"/>	Younger people	<input type="checkbox"/>
People with dependants	<input type="checkbox"/>	Transgendered	<input type="checkbox"/>
Gay/Lesbian/Bisexual	<input type="checkbox"/>	Other	<input type="checkbox"/>
Long-term health concerns	<input type="checkbox"/>	None	<input type="checkbox"/>

Please note that this information is being gathered for equality monitoring purposes only and will not be used to assess your application.

A3 Is your project directed at, or of particular relevance to, people of a specific gender?

No Yes

If 'Yes', please tick Male Female

A4 Is your project directed at, or of particular relevance to, people of a specific faith?

No Yes

If 'Yes', please indicate the faith of the people who will benefit from your project (you may select more than one box).

Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Other	<input type="checkbox"/>

Additional information about the people who will benefit from your project

A5 Which ethnic background is your project directed at or of particular relevance to? You can tick up to three categories.

White	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Other	<input type="checkbox"/>
Mixed ethnic group	<input type="checkbox"/>			Any other ethnic group	<input type="checkbox"/>

A6 Which community background will the majority (over 60 per cent) of the beneficiaries belong to (please tick)?

Mainly Protestant	<input type="checkbox"/>	Mainly Catholic	<input type="checkbox"/>	Catholic and Protestant (where neither community is over 60 per cent)	<input type="checkbox"/>
Other	<input type="checkbox"/>				

Grant agreement

The senior contact must sign the grant agreement at the end.

Awards for All is a joint programme supported by the Arts Council of Northern Ireland, the Heritage Lottery Fund, the Big Lottery Fund, and the Sports Council for Northern Ireland.

Definitions

“We” and “our” refer to the organisation receiving the grant bound by these terms and conditions. “You” and “your” means the Heritage Lottery Fund, the Big Lottery Fund, the Arts Council of Northern Ireland or the Sports Council for Northern Ireland. The “project” means the project that you are giving us the grant for as set out in our application form and any supporting documents.

The “Grant Agreement” includes and incorporates these standard terms and conditions and the grant award letter.

1 In general

- 1.1** We will only use the grant for the purpose which we set out in our application form. We will hold any unused part of the grant on trust for you at all times, and we will repay any grant (including any unused grant) to you immediately upon demand.
- 1.2** During the period of the grant we will act in a fair and open manner without distinction as to race, religion, age or disability, and in compliance with relevant legislation.
- 1.3** We will make sure that all current and future members of our governing body or our executive team, if we are a statutory organisation, receive a copy of these terms and conditions while the Grant Agreement remains in force.

2 The project

- 2.1** We will get your written agreement before making any change to the project.
- 2.2** We will spend the award within one year of the date of the award letter.
- 2.3** We agree to make satisfactory progress with the project and complete it within one year of the grant award.
- 2.4** We will not use the grant to pay for any spending commitments we have made before the date of the Grant Agreement.
- 2.5** We will tell you of any offer of funding for the project from anyone else at any time during the project.
- 2.6** If we spend less than the whole grant on the project, we will return the unspent amount to you promptly. If the grant part-funds the project, we will return the appropriate share of the unspent amount to you.
- 2.7** We will acknowledge the grant publicly as appropriate and as practical. We will follow your branding and publicity guidelines at all times. We will acknowledge your support in any published documents that refer to the project, including job advertisements, accounts and public annual reports, or in written or spoken public presentations about the project.

Grant agreement

- 2.8** We hereby consent to any publicity about the grant and the project as you may from time to time require. You can carry out any forms of publicity and marketing to promote the award of the grant as you see fit. We agree to do whatever you reasonably require in order to assist with any form of publicity and marketing, including any press or media related activities.
- 2.9** We will tell you promptly about any changes to information we have provided and will make sure that the information you hold is always true and up to date.
- 2.10** In our management of all personal information we will meet the requirements of the Data Protection Act 1998. We will tell you immediately if any of our key contacts or people whose salaries are funded by the grant change.
- 2.11** We agree to meet all laws regulating the way we operate, the work we carry out, the staff we employ or the goods we buy. We will ensure that we have an equal opportunities policy to help us comply with all relevant laws and good practice throughout the period of the Grant Agreement. We will obtain all approvals and licences required by law or by you.
- 2.12** If our project involves work with children, young people or vulnerable adults (“vulnerable people”), we will take all reasonable steps to ensure their safety. We will obtain the written agreement from the legal carer or guardian before having any direct contact with any vulnerable person. We will have and carry out an appropriate written policy and set of procedures in place at all times to safeguard vulnerable people, which will include procedures to check backgrounds and disclosures of all employees, volunteers, trustees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people with the Department of Health and Social Services and Public Safety.
- 2.13** We will maintain adequate insurance at all times and if asked, will supply copies of confirmation to you. This includes employee and public liability insurance and insurance that covers the full replacement value of any assets you have funded.

3. Our organisation

- 3.1** We will get your written agreement before:

Changing our governing document, (unless we are a statutory organisation) concerning our aims, payments to members and members of our governing body, the sharing out of our assets (whether our organisation is dissolved or not), or the admission of any new members; or

Transferring our assets to, or merging or amalgamating with, any other body, including a company set up by us.

- 3.2** We will write to you as soon as possible if any legal claims are made or threatened against us and/or which would adversely affect the project during the period of the grant (including any claims made against members of our governing body or staff concerning the organisation).
- 3.3** We will tell you in writing as soon as possible of any investigation concerning our organisation, trustees, directors, employees or volunteers carried out by the Police, Inland Revenue or any other regulatory body.

Grant agreement

- 3.4 We will be available for meetings with you and allow full and free access to our records however and wherever held and to any of our offices or buildings to you, or those acting for you the Northern Ireland Audit Office or to the National Audit Office.
- 3.5 We will let you know if our governing body falls below three members and will increase it to at least three as soon as possible.

4 VAT

- 4.1 We acknowledge that the grant is not consideration for any taxable supply for VAT purposes by us to you. We understand your obligation does not extend to paying us any amounts in respect of VAT in addition to the grant and that the grant made by you is inclusive of VAT.

5 Our annual report and accounts

- 5.1 We will acknowledge your grant in our annual reports and accounts covering the period of the project.
- 5.2 We will show your grant and related expenditure as a restricted fund under the description "A4A Grant" in our organisations annual accounts. If we have more than one restricted fund, or, as a statutory authority, cannot show restricted funds in our accounts, we will include a note to the accounts identifying each restricted fund separately. If we have more than one grant from you, we will record each grant separately in the notes to the accounts. We will identify unspent funds and assets in respect of the grant separately in our accounting records.
- 5.3 We will keep proper and up to date accounts and records for at least seven years after the termination of our grant, including summary profit and loss accounts and management accounts, personnel and payroll records and invoices, which show how the grant has been used. We will make these financial records available to you upon request.
- 5.4 We will report regularly and fully to all members of our governing body on the financial position of our organisation.

6 Monitoring

- 6.1 We will monitor the progress of the project
- 6.2 We will send you any further information you may ask for about the project or about our organisation, and its activities, the number of jobs created by the project, the number of users and other beneficiaries and such other information as you may require from time to time. You may use this information to monitor the project and evaluate your grants programmes.
- 6.3 We will fill in a final report on the project using the form you send us.
- 6.4 We will tell you immediately in writing of anything that significantly delays, threatens or makes unlikely the project's completion.
- 6.5 We will tell you immediately if there is to be any variation to or decrease in the project outcomes.

7 Grants for Salaries

- 7.1** We will ensure that we have proper employment policies and procedures in place at all times. We will pay attention to equalities in the recruitment and selection process and the need to ensure an appropriate balance of staff in our organisation.
- 7.2** Where the grant is for a salary of a new post, we will advertise the vacancy externally, using appropriate media (including media that could attract people from disadvantaged groups). We must keep the job description, advertisement, a list of the publications where we placed the advertisements and a copy of the letter of appointment and send them to you if you ask for them.
- 7.3** We will maintain all main financial records including personnel and payroll records for staff funded by you for seven years after the grant has ended. We will complete all statutory returns for employees and make all relevant payments to cover their pensions and salary deductions, such as income tax and National Insurance contributions.

8 Grants for Assets and Services

- 8.1** If any part of the grant is to buy a capital item, series of capital items, such as equipment or other items, or particular services we will keep all receipts and invoices over £250 for you to look at for 7 years after the grant award.
- 8.2** We will keep all assets funded by the grant safely and in good repair and will make sure we have adequate insurance cover for all of them. Any loss resulting from payments made for assets before delivery will be our responsibility. If the asset is damaged, destroyed or stolen, we must tell you in writing and we must repair or replace it.

9 Length of Grant Agreement

- 9.1** These terms and conditions and the Grant Agreement remain in force for whichever of these is the longest time:
- two years following the date of payment of the grant
 - as long as any part of the grant remains unspent
 - the expiry of the maximum period required under the grant for asset monitoring
 - as long as we do not carry out any of the terms and conditions of the Grant Agreement, including any of your reporting requirements or any breach of them continues (this includes any outstanding reporting on grant expenditure or project delivery).

10 We understand that

- 10.1** You can only guarantee the grant as long as funds from the National Lottery are available and you continue to operate.
- 10.2** We accept that you may share information about our grant with any parties of your choice as well as with members of the public who make a request for information under the Freedom of Information Act 2000. Details of the project may be broadcast on television, on your website, in newspapers and through other media.
- 10.3** You will not increase the grant if we spend more than the agreed budget.
- 10.4** You may want to investigate any matters concerning the grant (or any other grants you have given to us) at any time while the Grant Agreement is in force. We understand that you accept no liability for any consequences, whether direct or indirect, that comes about from any investigation even if the investigation finds no cause for concern.

Grant agreement

10.5 You may demand repayment of all or part of the grant at your absolute discretion, in any of the following circumstances if:

- we fail to meet any of these terms and conditions, or the terms and conditions attached to any other grants from you for which a Grant Agreement is still in force
- we completed the application form dishonestly or significantly incorrectly or misleadingly
- we or any other person or organisation operating for us gave you any significantly misleading or inaccurate information, whether deliberate or accidental, during the application process, or during the period of the Grant Agreement
- if at any time while the Grant Agreement is in force, in the opinion of Awards for All acting reasonably, any event occurs in relation to the project or to our organisation which is likely to have a material adverse effect on Awards for All's reputation as a custodian and distributor of publicly generated funds and / or as a Government sponsored body
- members of our governing body, volunteers or staff act at any time during the project dishonestly or negligently or in any way, directly or indirectly, to our detriment or to the detriment of our organisation or the project or to the detriment of your reputation
- our organisation, members of our governing body, employees or volunteers are subject to an investigation or formal enquiry by the Police, HM Revenue and Customs or other regulatory body
- we receive duplicate funding from any other source for the same or any part of the project
- we do not take positive steps to ensure equal opportunities in our own employment practices and the delivery of and access to our services
- there is a significant change of purpose, ownership or recipient, either during the project or within a reasonable period after its completion, so that you judge that the grant is unlikely to fulfil the purpose for which you made it
- at any stage of the application process or during the period of the Grant Agreement we do not let you have information that would affect your decision to award, continue or withdraw all or part of the grant
- we are or become legally ineligible to hold the grant
- if you have reasonable grounds to believe that it is necessary to protect public money.

10.6 We acknowledge that the grant comes from public funds and we will not use the grant in a way that constitutes unapprovable State aid. In the event that it is deemed to be unapprovable State aid, then we will repay the entire grant immediately.

10.7 You may assign any of your rights under the Grant Agreement to any other or successor body.

10.8 No other body with which we are working, except for those with which we have entered into an agreement, authorised by you, has any claims on you under these terms and conditions.

Grant agreement

11 Additional conditions

11.1 You have the right to impose additional terms and conditions on the grant if:

- we are in breach of the Grant Agreement
- you withdraw any part of the funding for the project
- you judge that members of our governing body, volunteers or staff or any person or organisation closely involved in carrying out the project act in a way that may have a detrimental effect on the project or on your reputation as a distributor of public money or as a Government sponsored body
- if you have reasonable grounds to believe that it is necessary to protect public money and/or
- you believe such conditions are necessary or desirable to make sure that the project is delivered as set out in our application or following any agreed changes.

IMPORTANT – This must be the person(s) named in questions 20 and 21

Senior contact

Name

Position in group

Signed

Date

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Second senior contact (for companies only)

Name

Position in group

Signed

Date

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Bank/Building Society Account Details Form

This form is required from all organisations except for schools, health bodies or district councils.

Guidance notes are overleaf

Section A (for completion by the applicant organisation)

Name of your Bank or Building Society

Account name (e.g. Jack and Jill pre-school)

Bank or Building Society Account number

Sort Code

Building Society roll number

What postal address does the bank or building society have on record for this account?

Postcode

How many people have to sign each cheque or withdrawal from the account?

Date account was opened
Day/Month/Year

Please give details of all the people who can sign cheques or withdrawals from this account.

Continue on a separate sheet if necessary

Full name

Position in group

Date of birth

Home address (incl. postcode)

Postcode

Full name

Position in group

Date of birth

Home address (incl. postcode)

Postcode

Section B (for completion by your bank or building society)

To: The Manager, Applicant's Bank

Please check the above details. If they are correct, stamp and complete the declaration below and return this form to the account holder for submission with their grant application for funding.

I confirm that the account named above exists and is active and that the details given are correct.

Name

Position in bank

Date

Signed

Official bank stamp (please also record the bank address if not on your official stamp)

The completed form must be submitted at the time of application.

Guidance Notes

- ▶ Your group must have a UK bank account to be able to apply to Awards for All.
- ▶ All applicant groups except schools, health bodies and district councils must complete this form and send it in with their completed application.
- ▶ As this form is an essential part of your application, we will not be able to process your application without it.
- ▶ Sections A and B must be fully completed before you send your application to us otherwise we will have to return it to you, which will cause delays in processing your application.
- ▶ You will also need to send in three consecutive months' worth of original bank statements with the most recent being no older than three months. We need these to verify your account details and we will send them back to you as soon as possible.
- ▶ Awards for All will only consider applications from groups whose account requires a minimum of two unrelated signatories for any cheque or withdrawal.
- ▶ If your group has a passbook account, you will need to send us photocopies of the pages that show the account name and number, as well as the last three months' worth of transactions. You will need to ask your branch to stamp and sign each of the photocopied sheets as "true copies of the original".
- ▶ If your group has an Internet account, you will need to send us print outs of the last three months' transactions.
- ▶ If your group has recently been established and does not have three months worth of banks statements, you should submit all statements that you have available.



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