

Stage Two application form For use only in England Reaching Communities



Now that we've assessed your Stage One application, we're interested in finding out more about your project so that we can make a decision about funding it. This form is your opportunity to tell us more.

Other formats

You can also get this form in Braille, on audiotape, on disc or in large print, by calling us on 0845 4 10 20 30 (Text Relay: 18001 plus 0845 4 10 20 30)

Enquiries

If you have any questions, call the Reaching Communities enquiry line on **0191 376 1600** (Text Relay: 18001 plus 0845 4 10 20 30) or email rc@biglotteryfund.org.uk

How to fill in this form

1. Check your deadline for sending us your completed form in the letter that came with your application.
2. Read the most up to date programme guidance that's available on the Reaching Communities pages of our website. Make sure you're reading the right guidance for the strand that you're applying to.
3. Think about and act on any feedback we gave you in the letter that comes with this form, or any feedback we may have given you during assessment of your Stage One form.
4. If you've made significant changes to your project since you sent us your Stage One form, we may not be able to consider your application. Read **Part eight** of our programme guidance to find out what we mean by significant changes.
5. Write clearly, or print your form, in black ink. If you're typing, use 12 point font size.
6. Use the checklist in section 10 to help you gather the additional information that you need to send with your application and to make sure you've done everything you need to do.
7. If you're not sure how to answer any questions call us on the Reaching Communities enquiry line or email us.

Application form contents

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Application form: Reaching Communities

Project ID

0010284212

Section 1 - About your organisation

1.1 What is your organisation's legal name as shown in your governing document?

The Parochial Church Council of the Ecclesiastical Parish of the Good Shephard Ashton Under Lyne The Church of England for the town centre of Ashton Under Lyne

Does your organisation use a different name in your day to day work? Yes No

If yes, what other name do you use?

Holy Trinity Church and Community Centre (HTCCC)

1.2 Has your organisation's registered address changed since you sent us your Stage One application? Yes No

1.3 If you ticked yes, what is your new registered address?

	Postcode

1.4 If your address has changed, why? For example, if you have had to move offices, tell us why.

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1.5 Have your organisation's contact details changed since you sent us your Stage One application? Yes No

1.6 If you ticked yes, what are your new contact details?

Telephone or text phone number	Email address
<input type="text"/>	<input type="text"/>
Telephone or text phone number	Website address
<input type="text"/>	<input type="text"/>
Fax number (if applicable)	<input type="text"/>

1.7 When did your organisation start?

Day	Month	Year
	April	2008

1.7.1 What type of organisation are you? Select your organisation type from at least one of these categories

Charity	<input checked="" type="checkbox"/> Registered Charity	<input type="checkbox"/> Exempt Charity
	<input type="checkbox"/> Charitable Incorporated Organisation	<input type="checkbox"/> Excepted Charity
	<input type="checkbox"/> Charitable Unincorporated Association	<input type="checkbox"/> Charitable Trust
	<input type="checkbox"/> Charity (Royal Charter or Act of Parliament)	

Company or mutual society	<input type="checkbox"/> Company - Limited by Shares	<input type="checkbox"/> Limited Liability Partnership
	<input type="checkbox"/> Company - Limited by Guarantee	<input type="checkbox"/> Industrial and Provident Society
	<input type="checkbox"/> Company - Listed Publicly	<input type="checkbox"/> Co-operative
	<input type="checkbox"/> Community Interest Company - Limited by Shares	
	<input type="checkbox"/> Community Interest Company - Limited by Guarantee	
	<input type="checkbox"/> Community Interest Company - Listed Publicly	

Public sector	<input type="checkbox"/> Local Authority	<input type="checkbox"/> Fire Service
	<input type="checkbox"/> Community Council	<input type="checkbox"/> Health Authority
	<input type="checkbox"/> Parish Council	<input type="checkbox"/> NHS Trust - Foundation
	<input type="checkbox"/> Town Council	<input type="checkbox"/> NHS Trust - Other
	<input type="checkbox"/> Non-Departmental Public Body	<input type="checkbox"/> Other
	<input type="checkbox"/> Police Authority	

School	<input type="checkbox"/> State school	<input type="checkbox"/> Voluntary controlled school
	<input type="checkbox"/> Community school	<input type="checkbox"/> Academy
	<input type="checkbox"/> Foundation or Trust school	<input type="checkbox"/> City Technology College
	<input type="checkbox"/> Voluntary aided school	

Other	<input type="checkbox"/> Individual	<input type="checkbox"/> Further or higher education
	<input type="checkbox"/> Sole trader	<input type="checkbox"/> Independent school
	<input type="checkbox"/> Parochial Church Council	<input type="checkbox"/> University
	<input type="checkbox"/> Faith-based organisation	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Non-charitable unincorporated organisation	<input type="checkbox"/> Other

Give any reference or registration numbers you have.

Charity Commission for England and Wales	1134826
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Companies House	
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Financial Conduct Authority	
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Health Authority Number	
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School reference number	
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Other reference number (please specify)	
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You must send us a copy of your governing document if you are:

- an unincorporated association and
- not registered with the Charity Commission and
- your constitution has changed if you have sent it to us previously

1.7.2 Are you a branch of a larger organisation? Yes No

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

Diocese of Manchester - Church of England

What is the address of the larger organisation?

Church House, 90, Deansgate, Manchester

Postcode M3 2GH

1.7.3 What is your organisation's current financial position?

Select one option and fill in the amounts from your accounts or projection.

- Information from the latest accounts approved by your organisation.
- A 12-month projection because you've been running less than 15 months.

Account year ending	Day	Month	Year
	31	12	2015
Total income for the year	£	47146	
Total expenditure for the year	£	42269	
Surplus or deficit at the year end	£	4876	
Total savings or reserves at the year end	£	18476	

1.7.4 Where can we find your latest accounts?

- The Big Lottery Fund already has our latest accounts.
- We're emailing or attaching our accounts to this form, or a projection if we've been running less than 15 months.

1.7.5 Have your accounts been independently audited?

- Yes
- No

1.8 What are your organisation's main activities?

Help note:

Use about 500 words to tell us:

- what your organisation does
- what services or activities you provide
- any other information you think will give us a better understanding of your organisation.

Holy Trinity Church and Community Centre (HTCCC) is at the heart of a tight-knit terraced community in Ashton. The building gives focus/character in the most deprived part of Tameside and is seen as the only significant community asset by people of all faiths. It is a beacon for community cohesion. We focus on Community Development (ABCD), providing an affordable venue and support for local community groups. We seek to raise aspirations, empower, provide hope and build a strong, cohesive community where people get on and get things done.

The building has a Management Committee made up of skilled people from the parish and the community, which is the forerunner of a trustee board which will ultimately take control of the building through an asset transfer.

Our primary commitment is to provide a Centre available to all without exclusion or discrimination which will be instrumental in building a strong, cohesive community in the our area of Ashton and which will be a home to many different community groups that seek to transform outcomes for local people and the area. We currently have 10 community groups making the building their home. They provide 36.5 hours of activities each week, with over 10,000 contacts per year. Through this application, we aim to strengthen those groups, enhance sustainability, and build capacity locally, so that further groups can be formed by the local community.

Groups which make their home in the building at present include:

Martial Arts, Neonatal Knitters, Brownies and Rainbows, Tameside Elders, Khush Amdid, Weight Watchers, Youth Groups, Bhutanese Welfare Association, Stay and Play, Ashton Women's Group, Shapla. We support ESOL and ICT, are an informal information and advice centre, a 3rd Party hate crime reporting centre and an affordable venue for Community Celebrations.

We aim to empower the local community, through an ABCD process, placing the highest value on developing the skills/confidence of local people, particularly women, so that they are able to be active citizens and take a greater role in community life.

We seek, as part of our vision, to reach those who are hardest to reach, providing training and life skills. We have begun to contribute to school readiness for local children, support local women, build relational skills and understanding, and contribute to the development of open and generous attitudes.

We have demonstrated a commitment to Asset Based Community Development and have pursued a 'Grow Our Own' philosophy. There are many people who can attest in powerful ways to the change produced in their lives. These can be found in the Evaluation which accompanies this application. We want the number of people benefitting from this enlightened approach to increase over time. We are uniquely placed to bring about transformation in our community, the outreach workers proposed in this application will liaise with providers and the local community to remove barriers to full participation such as confidence, language, cost, affordability, through coaching, friendship, childcare and support through an excellent local venue.

1.9 Child protection and the protection of young people and vulnerable adults

If you are applying for a project to work with children, young people or vulnerable adults, you need to be sure they will be safe.

As a minimum you must have a relevant policy and the policy must be put into practice. It is your responsibility to have acceptable protection policies and procedures in place, which meet the standards set out in our programme guidance. We may inspect these policies and procedures at any time while we assess your application and if you are awarded a grant.

If your project will be working with one of these groups, tick this box to confirm that your organisation has the relevant policies in place

1.10 What was the name of your main contact in your Stage One application?

Title (Mr, Mrs, Ms, Miss)	Revd.	Forenames (in full)	Roger	Surname	Farnworth
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Has your main contact changed since Stage One?

- Yes
 No

If you ticked yes, please provide new main contact details below.

Title [Mr, Mrs, Ms, Miss]		Forenames (in full)		Surname	
Position/job title	Team Rector			Date of birth	11/5/1960

Home address	St James Vicarage, Union St, Ashton Under Lyne		
	Postcode	OL6 9NQ	

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

- Yes
 No

If no, what was their previous home address?		
	Postcode	

Correspondence address		
	Postcode	

Telephone or text phone number	01613302771	Telephone or text phone number (if applicable)	07543 905302
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Email	rogerfarnworth@aol.com
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We'd like to send you information about Big Lottery Fund and other Lottery Good Causes.
Tick this box if you don't want to receive this information.

We'd like you to help us improve our customer service by taking part in market research, surveys or product testing. This may involve passing your details to other organisations who do this work for us. Tick this box if you don't want to take part in these activities.

1.11 Which address should we use to notify you of our decision?

- The main organisation's registered address as shown in your Stage One form or question 1.3 if it has changed.
- The main contact's correspondence address as shown in your Stage One form or question 1.10 if it has changed.
- Other

If other, what address should we use?

Other
address

	Postcode	

1.12 Should we contact them in a particular way?

For example: Braille, audiotape, large print, sign language or a community language.

N/A

Section 2 - Changes to your project

2.1 Your project name

What is your project name? If your application is successful, we will use this name in any press releases we send out about your project

People, Place,
Presence
(PPP)

Yes

No

Has this changed since you sent us your Stage One application form?

If you ticked yes, what was your project name at Stage One?

2.2 Project changes

Have there been any changes to your project since you sent us your Stage One application form?

Yes

No

2.2.1 If you ticked yes, tell us about any changes and why you have made them. If we gave you any feedback about your application at Stage One, use this space to explain the changes you have made as a result.

You should tell us about any changes to:

- what your project will do
- the type and number of people you will be working with
- the need for your project and the problems it will deal with
- your proposed outcomes
- your project budget.

Use up to 500 words.

Since the stage one application we have strengthened the outcomes, they are now:

- Local isolated women will be empowered to become more active citizens with a focus on those most difficult to reach

- Improved skills, self-esteem and life chances for local people, with a focus on those who are most difficult to reach

- Sustaining an affordable, accessible, local asset to create a stronger, more cohesive community, connecting local people to tackle problems.

We have also changed one of the outreach posts to 24 hours per week from 18 giving extra Admin and Management responsibility to this post, this addresses a risk identified in our risk assessment regarding retention of management experience and provides a greater opportunity for development for the post holder. We've funded this through a reduction in the Project and Centre Manager's (PCM) post from full-time to 30 hours. Our recent experience of reducing the PCM's post from full-time to 30 hours has already proven not to compromise the quality of service provision.

We are also requesting an increase from £337,122 to £351,072 (an extra £13,950) from the Big Lottery (4.1%). Risks have been assessed. At present we have not secured funding for training and childcare in year 3. Lack of provision of childcare is identified as a substantial barrier to learning both at a local level and also in the report “Employment opportunities for Muslims in the UK.” (August 2016). We has also added Volunteer expenses . The overall budget is now £397,572 compared to £395,622 in the Stage 1 application.

The needs for the project have not changed. Physical activities will still take place as part of the above outcomes but will be regarded as an activity/output rather than an outcome. Consultation has highlighted the need to focus attention on the other needs identified. Our emphasis remains on empowerment of the local community, particularly women from the Asian community. We will continue to address this in ways that bring the community together, breaking down barriers, creating a more cohesive community where people get on and get things done.

These changes are informed by local consultation and a partnership day in September 2016 that brought together 25 local people and 14 partner organisations with user groups/the local community who say that without the Centre they would simply be unable to deliver their activities. For them the number one priority is keeping the Centre open and affordable. Changes also reflect the report “Employment opportunities for Muslims in the UK” (August 2016) by MPs on the Women and Equalities Committee which states that Muslim women are the most economically disadvantaged group in British society. The committee heard evidence that English language skills “continue to be a barrier for some” and poverty disproportionately affects the Muslim population. The ESOL and Childcare elements of the project directly address this.

2.3 Project start and finish dates

Have there been any changes to your proposed dates for starting and finishing your project since you submitted your Stage One application? Yes No

2.3.1 If you ticked yes, enter the new dates below. Make sure your start date is after the date when we'll confirm our decision.

Start date			Finish date		
1 (day)	3 (month)	2017 (year)	1 (day)	3 (month)	2020 (year)

2.4 Beneficiary locations

Have the main local authority areas where your beneficiaries live, or are based, changed since your Stage One application? Yes No

2.4.1 Do you have more information about where they live or are based? Yes No

2.4.2 If you ticked yes to either of these questions, use this table to give us more information.

Name of local authority area	
Name of local authority area	
Name of local authority area	
Name of local authority area	
Name of local authority area	
Name of local authority area	

2.5 Project location

Have any of the locations where your project will take place changed since your Stage One application? Yes No

2.5.1 If you ticked yes, use the table below to provide the new location(s).

If your project will take place at (or be run from) a single location, enter its full postcode, put 100 per cent and select it as the main location. Please note that we need the full postcode, e.g. AB12 3CD.

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

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

You can enter up to five locations in the table. If there are more than this select the top five.

Building name (or number) and street	Postcode	% per location	Main location
Holy Trinity Church and Community Centre	OL6 7HD	100	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Section 3 - More information about your project

3.1 How do you know there is a need for your project?

In your Stage One application you gave us some information about the need for your project. This is your opportunity to tell us more.

We expect you to have spent time developing your project and consulting with your beneficiaries since you submitted your Stage One application. Tell us more about the evidence you have collected to show there is a need for your project.

Use about 750 words to tell us about:

- the issues your project will help to address
- any research you have carried out or other evidence that shows your project is needed
- your consultation with beneficiaries and/or other organisations and people that shows that your project is needed
- how your project will add to any existing services or projects and fill any gaps
- how your project fits in with local, regional or national plans, strategies and initiatives
- any additional evidence that supports the need for your project
- any changes since you submitted your Stage One application form
- what will happen to your project if this application is unsuccessful.

Address each of the bullet points in your answer as much as you can.

To help you give us the best possible answer to this question, read the Identifying need section in our guidance on 'Applying for funding' available on our website at www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding

We have continued gathering information about the needs of local people within our community, particularly further consultation with partners, user groups and local residents.

25 local people and 14 local organisations attended a consultation workshop at HTCCC on the 9th September 2016, including: the school adjoining our building, Tameside MBC, our local CVS, HTCCC user groups and trustees. Findings include the following needs the project will address:

- Lack of opportunities for people (particularly women) to develop their skills, confidence.
- Poor educational attainment, low level of school readiness.
- Disconnected local communities of interest/faith/ethnicity, creating rivalry, cultural tensions and silos in the community.
- Poor mental health, isolation of women and older people in the community, lack of confidence and self-esteem.
- Issues preventing women reaching their full potential, specifically the existing patriarchal culture that prevents the local community tapping into the richest seam of talent available to it, women.
- Poverty and deprivation
- A state of hopelessness.
- The view that external intervention driven by a judgmental approach will change generational cultural deprivation.
- People being seen as problems rather than recognising their potential, investing in them to find their own solutions to the problems they face.
- Increased need for a local hub providing support/space for activities as local centres (The Pavilion, West End Community Centre, Oxford Park Community Rooms) are no longer available and some groups have relocated to HTCCC.

"Employment Opportunities for Muslims in the UK," (August 2016) by MPs on the Women and Equalities Committee states that Muslim women are the most economically disadvantaged group in British society. English language skills "continue to be a barrier for some" and

poverty disproportionately affects the Muslim population. Almost half of the British Muslim population resides in areas like Holy Trinity, in the bottom 10% local authority districts for deprivation. The report claims this high unemployment is partly because, "Muslims face a double penalty - racial and cultural discrimination - in entering the labour market." It highlights how a greater proportion than average of Muslim women are not in the labour market and look after the home or family. Our own local consultations support this research. Our project will link to local services and strategies and fill gaps in the following:

Care Together (the reconfiguration of local health/social care services), local consultations (2014) and more recently focus groups (2016) highlighted the following which HTCCC is well placed to respond to:

- Local people welcome a focus on early intervention and prevention.
- A local focus could make services more responsive to different cultural needs
- The Voluntary/Community Sector has a service delivery role complementing care pathways (prevention, recovery and re-ablement)
- Community activities in local Centres help people stay healthy and contribute to wellbeing.
- Too many Centres have closed. Lack of community transport is a barrier to people staying healthy and mentally active - highlighting the need for locally accessible venues.

The project fits with the Tameside Joint Health and Wellbeing Strategy 2013/16 which highlights the need for ABCD to help people take responsibility for their own health & wellbeing and promoting inclusion of marginalised groups. This is further evidenced in research conducted in Tameside by Manchester Metropolitan University (MMU) 'Developing Community Resilience Through Asset Based Approaches (2014) which recognised the importance of 'community anchor organisations' such as HTCCC, that are "rooted in the community on a long term basis, providing services and meeting places for the whole community. These organisations can act in a multitude of roles including a base, a voice, a service provider and a facilitator." ... "Valuing positive capacity, skills and knowledge and connections in a community are key to creating more sustainable positive outcomes in a community." ... "Engaging local communit[ies] and building shared action is easier if programmes can find 'hooks' relevant to local people's interests." We have identified these 'hooks' as part of the project development and will build on these within the project e.g. food etc.

3.2 Existing projects

Is your project, or any part of it, based on an existing piece of work? Yes No

We need some more information if your project, or part of it is based on an existing piece of work. We can consider funding it but we need you to evidence the difference it is making, the impact on your beneficiaries and the effectiveness of your approach.

If you ticked yes, **you must enclose a written evaluation report with your application.** Read the Reaching Communities guidance notes and the guidance about self-evaluation available on our website at www.biglotteryfund.org.uk/funding/funding-guidance/managing-your-funding/self-evaluation for more information about what we expect to see in your evaluation report.

We also want you to use about 250 words to tell us:

- who is currently funding your project
- when the funding will end
- why the funding is coming to an end.

Address each of these bullet points in your answer.

We are currently funded through the Manchester Diocese - this funding is time-limited and covers only a proportion of our expenditure, the remainder is made up from small grants and rent from user groups and community/private bookings:

Manchester Diocesan funding ends on 31 December 2017 - this funding was always time limited.

Section 4 - The difference your project will make

When you filled in your Stage One application you will probably have used our guidance on 'Applying for funding' to help you write your project outcomes and think about your activities.

Now is a good time to take another look at the guide, which is available at www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding as it will help you answer the questions in this section. The guide provides more information about, and examples of, outcomes, indicators and activities. If you use the guide to help you fill in this form, your application is more likely to be successful.

4.1 Outcomes table

What difference will your project make?

In your Stage One application you gave us up to four project outcomes which we've included in the letter inviting you to complete this application form.

Many applicants review their project outcomes between Stage One and Stage Two as they develop their project. If we have given you specific feedback about your outcomes in the letter inviting you to complete this form make sure that you respond to it when you answer this question.

If you are reviewing your outcomes, remember:

- to list between two and four outcomes
- in each outcome, to tell us who will benefit from the change
- your outcomes must still meet the programme outcomes listed in Part Two of the programme guidance.

Write no more than 20 words for each outcome.

Even if you haven't changed your outcomes, you should still write them in the box below as this will help you complete the Indicators table in question 4.2.

Example outcome: The mental wellbeing of people from Black and Minority Ethnic groups will be improved.

Outcome 1	Local isolated women will be empowered to become more active citizens with a focus on those most difficult to reach
Outcome 2	Improved skills, self-esteem and life chances for local people, with a focus on those who are most difficult to reach
Outcome 3	Sustaining an affordable, accessible, local asset to create a stronger, more cohesive community, connecting local people to tackle problems
Outcome 4	

4.2 Indicators table

How much difference will your project make and by when?

Indicators are signs that the change or difference is happening and they help you to see if your project is being effective.

List up to three indicators for each of your outcomes that you have listed in question 4.1. You don't need to write out each outcome again, just make sure that, for example, Outcome 1 in question 4.1 is the same as Outcome 1 in the table below.

For each indicator show the level of change (for example, how many people will benefit) and what year you expect to see that change. It is a good idea to show the level of expected change at a number of points during your project.

As a minimum for each outcome you need to list one indicator that shows the total amount of change you would expect to see at the end of the project (see the example in the table below). We need this information as it tells us how much change we could expect to get in return for any funding we award you.

Project outcome	Indicator (about 25 words)	Level (about 25 words)	Timescale
Example outcome: The mental wellbeing of people from Black and Minority Ethnic groups will be improved	People using the services will report reduced use of other crisis and emergency services.	35 people per year	Year one, Year two, Year three or Year four.
	People using the service will report having better coping strategies and being more able to manage in a crisis	25 people	Year one, Year two, Year three or Year four.
	People using the service will feel less lonely and isolated	180 people	By the end of the project
Outcome 1	More engagement activities for women to develop peer support networks	3 per annum	Year One, Year Two and Year Three
	Women report they feel less isolated as a result of the project	100 women	By the end of Year 2
	Increased volunteering hours	1200 hours/annum	By the end of the project
Outcome 2	Local women involved in entry level learning	200 women	50 Year One, 75 Year Two and 75 Year Three
	Local women reporting increased confidence and self-esteem	100 women	20 Year One, 40 Year 2 and 40 Year 3
	Women progressing in education	100 women	By the end of the project
Outcome 3	Increased mixing of diverse community members through community cohesion events	4 events per annum	Year One, Year Two and Year Three
	Increased diverse users of the building report they feel the centre is accessible and central to collectively overcoming local issues.	3 community campaigns/ABCD projects completed per annum.	Year One, Year Two and Year Three

	Case studies report individuals and the community is more cohesive	30	By the end of the project
Outcome 4			
			By the end of the project

4.3 Tracking progress

How will you measure and track your progress towards achieving your outcomes?

Use about 250 words to tell us about the methods you will use to track your progress and when you will review your progress so that you can make sure you are on track towards achieving your outcomes.

We will have a project delivery plan in place. This will be central to the induction and training for workers, volunteers and partners employed in this project. Each new initiative will need to be assessed against the outcomes in this application, once agreed it will have specific targets linked to the activity.

We will have weekly meetings, 6 weekly review and progress meetings and prepare quarterly reports to the Management Committee. This quarterly monitoring will ensure we remain on track and will allow us to make early interventions to ensure we meet our outcomes and:

- share learning with partners though feedback indirectly from students to outreach workers .
- monitor participation in training and progression, seeking to ensure that participants in entry-level training at HTCCC progress into further education. Partners will monitor and forward information about women we introduce to the learning process and whom we continue to support.
- monitor the number of groups using the centre, seeking to support them to become more sustainable.
- ensure that we work with groups: with training, funding applications, signposting and governance.
- ensure groups work within our equal opportunities policy, so that ALL get to participate in the centre without exclusion or discrimination.
- monitor those attending English language sessions and those who, as a result, say their English has improved. Registers, assessment and case studies will be used
- ensure a flexible response to progress made by participants.

We will use case studies (essential in evaluation of previous work) to demonstrate progress.

4.4 Learning from your project

How do you plan to evaluate your project?

Use up to 300 words to tell us how you will learn from your project, and share this learning with others.

If we award you a grant, we expect you to be able to show that your project makes a difference and identifies opportunities for improvement. We want to see evidence of the impact that our funding is having. It is essential to have clear plans to evaluate your project and you can include funds in your budget to cover evaluation costs.

We encourage you to produce a formal evaluation during the course of your project. This can either be through paying an external evaluator or by carrying out a thorough self-evaluation.

You should fully develop and implement your evaluation plans at the start of your project. If you would like more information about how to evaluate your project, read our 'Understanding self-evaluation' guidance which is available at www.biglotteryfund.org.uk/funding/funding-guidance/managing-your-funding/self-evaluation

Learning over the last 10 years has informed this project and is embedded in the application and project at all levels. Evaluation will include:

Operational Learning:-

We will continually evolve and improve the project delivery thanks to the feedback from daily activities, evaluations, the suggestions of learners, and through formal and informal evaluation, supervision and weekly team meetings.

Partner feedback and hard data will be analysed to ensure the project is on track in terms of numbers attending courses and activities, those progressing into more advanced education, centre usage and new initiatives.

Case studies will be used to gather information on the project's participants and to tell their stories so the reader can "walk in their shoes." Experience has shown that people are interested in the stories and experiences of others. Case studies provide a powerful and important opportunity to learn. Case studies, along with participatory appraisal and continual reflection will provide important learning and lead to future sustainability and partnership working.

Longer Term Learning:-

Ultimately, we want to ensure robust, independent evaluation using the latest methods of evaluation for the volunteer and community sector. We believe that the social return on investment in a whole community approach represents outstanding value for money, but recognise the need to prove this belief and convince those who have most to benefit from the invest-to-save agenda, understand the benefits.

Independent evaluators will review our work. We will seek further advice from funders as to the best form of evaluation, and anticipate learning from this project on various levels.

The Evaluation accompanying this application reviews previous projects at HTCCC and provides the first chapters of a documented process of ongoing learning, demonstrating our capacity to continue to learn in all that we do.

4.5 Lasting impact

What will you do to make sure the changes your project brings about continue long term?

Use up to 300 words to explain how the benefits of your project will be sustained after our funding ends. This may include:

- adopting the approaches from your project more widely across your other work
- identifying how people, communities or organisations can get the support they need when they leave or move on from your project
- finding more funding from other sources to continue your project
- encouraging other organisations to respond to your achievements by changing what they do or how they do it.

Central to this application is the development of a sustainable Centre that serves local people. We aim to empower/skill-up the local community so they can manage the Centre in the future. The increased skills, training and confidence this project offers will enable this. We plan to form a new Trust, less dependent on the Parish of the Good Shepherd, more representative of the local community.

This will be dependent on a forthcoming development plan based on a whole community approach with an 'invest-to- save' philosophy. The plan will include:

Capital elements - A programme of:

Major maintenance - securing the building for the future. An HLF (Heritage Lottery Fund) application is being pursued at present. Capital works - to develop the majority of the building for community use.

A business plan - dependent on completion of major maintenance, realistic about capacity within the community to afford the use of the building, which works towards an asset transfer.

A covenant - securing the multi-cultural nature of the Centre, securing Christian worship in part of the building, and ensuring compliance with the Grade II listing.

Partnership - building stronger links with partners who share a concern to challenge inequality and poor outcomes.

Trustees - ongoing development of the present board/new members to have the capacity to manage the Centre long-term.

ABCD - participants given chance to develop and contribute, through a volunteer agreement with clear expectations .

Independent Evaluation - to demonstrate the benefits of the Centre and all activities.

We will ensure that benefits are broad, recognising that the Centre, Community and Project are not the only forms of benefit. The growth in individual participants will be a reason to celebrate.

The 'Grow-Our-Own' philosophy, moving volunteers on towards employment and other opportunities will be critical.

Section 5 - What you will do

5.1 Project activities

What are the most important activities you will deliver during your project?

Activities are the tasks, actions or services that take place during your project to achieve its outcomes.

List no more than four activities a year and write no more than 25 words for each activity.

Make sure your activities will allow you to meet your project outcomes.

When	Activity
Year one	Example: Run four monthly peer support groups for 65 beneficiaries involving social support, creative activities and discussion.
Year one	Refurbishment of the Centre to ensure we are affordable & welcoming to local groups 7 days a week
	Recruitment, induction and training of staff.
	Engage 50 women in training, learning and empowerment activities, including providing ESOL classes with childcare.
	4 Community Cohesion and Celebration events.
Year two	Establish a registered crèche
	Support and train user groups to ensure sustainability and better service delivery, including courses in First Aid, Committee Skills, Fundraising, and Safeguarding.
	Develop 3 new groups/activities focused on needs of women e.g. exercise, meditation, cooking, sewing, coffee mornings, communication/social media skills, parenting.
	Establish user group meetings scheduled for 4 meetings per annum.
Year three	Develop an appropriate governance model for the future, developing a business plan to ensure future sustainability and implement an exit strategy if required.
	Elections for new trust board for HTCCC with majority representation being women.
	Celebration event and awards evening for participants and partners.
	Independent evaluation of the project, with case studies..
Year four	
Year five	

5.2 How will you work with other organisations to deliver your project?

Tell us in up to 250 words:

- who you are working with
- how you are working with them
- how working together will enhance the services or activities available in the area
- how they will help you achieve your project outcomes

If you have any formal partners, you also need to tell us:

- what services and activities they will be providing
- what their responsibilities will be
- about the processes, agreements and structures you will have in place to make sure the partnership works together well.

We work with a range of organisations in the area in addition to the user groups at the centre:

Tameside Adult and Community Education, WEA, The Training Brokers, Activities R Us who will help meet the learning needs of our local community. Our outreach workers and venue are essential for this to work.

Tameside Council Neighbourhood Team, Community Safety and the Police to ensure our work promotes a safe and cohesive community that involves local people in identifying and meeting of community need.

The Parish of the Good Shepherd, Manchester Diocese and Action Together to ensure funding and policy development and future asset transfer.

Holy Trinity Primary School, FAST (Families and School Together) and LEAP (Learning Education and Play, to ensure best practice in early years and family learning and an Ofsted registered crèche, supporting school readiness, empowering parents and ensuring our children the best possible start in life.

Ashton All-stars and Lindley Educational Trust (LET) to ensure youth provision and Martial arts.

Fare Share for healthy food for the centre users and Tameside Council for our 5 star food management rating.

HCA (Hyde Community Action) for partnership working and co-location.

Elite Safeguarding for safeguarding, equalities and community based training.

All our agreements and partnership working is based on good will. We have years of partnership experience, working with organisations with a strong commitment to the needs in the area.

5.3 Equal opportunities

How will you make sure that everyone who could benefit from your project will know about it and be able to get involved?

We want projects to be open to as wide a range of people as possible. You need to have thought about how you'll address any difficulties people may have finding out about and using your project. For example, they might need to care for someone, have values or traditions that are different to others or they may find it difficult to get to your project because of where it is or when it happens.

Use up to 250 words to tell us about your plans.

There's more information about how to identify and address these issues in our Equality Matters guide, which you can get from www.biglotteryfund.org.uk or our advice line by calling 0845 4 10 20 30.

We operate an equal opportunities policy, encouraging user groups to meet the same clear objectives.

We recognise that South Asian women can experience barriers to participation. We target sessions/publicity to these women. We ensure that those attending HTCCC are not expected to engage in ways inappropriate to their culture. We address matters which easily preclude people, particularly women, from participation in sessions, events and activities.

Local - HTCCC sits at the heart of the community it serves within easy walking distance of the majority of users.

Care Giving - Many people, especially South Asian women, have care responsibilities for children, the disabled or older relatives. We partner with the LEAP Centre to develop appropriate childcare at HTCCC. In appropriate cases, we encourage caregivers to reclaim care costs when participating in sessions. Whenever possible, we provide sessions in a child-friendly way, allowing carers to remain with their children.

Disabled Access - HTCCC is fully accessible to the disabled.

Times - Project activities usually take place between 9.30am and 3.30pm, minimising issues for caregivers. We have a long history of planning activities around festivals and school holidays.

Language - we ensure multi-lingual support. Recent sessions have been delivered with translation for Bengali and Urdu speakers.

Publicity - we advertise by posters and invitations from service users/volunteers. A wide network of people are associated with our user groups. They provide a conduit to some of the hardest to reach people. Volunteers and other users highlight any barriers to participation.

Section 6 - How you will run your project

6.1 Project management

How do you plan to manage your project?

Use up to 600 words to tell us:

- about any experience you have of delivering projects
- about the management structures you will put in place
- how you will make sure that the people working on the project will have the right skills and knowledge
- how they will be managed and supported
- how you will manage your project budget
- how you will identify and manage any risks to your project

Make sure you respond to each bullet point and use sub-headings.

Experience

Projects delivered through HTCCC include two Big Lottery projects delivered by SPY. The key worker for those projects is the Centre and Project Manager (CPM) at HTCCC, funded through a grant from Manchester Diocese. HTCCC's experienced Management Committee includes, among others, the Chair, Revd Roger Farnworth, Area Dean of Ashton, Team Rector of the Parish, trustee of a number of charities and with extensive experience prior to ordination of working in middle/upper management in local authorities. Other members of the Committee are highlighted in the stage 1 application and in the evaluation which accompanies this application.

Structures

Day-to-day project management responsibility will rest with the CPM. Tasks will be delegated according to skills, knowledge, workload and availability of workers and volunteers. Most issues are discussed/resolved at weekly meetings between the CPM and the Chair. Major decisions are referred to the Management Committee which meets monthly.

Knowhow

For all HTCCC posts we carry out a job analysis leading to a job description and matching person specification. The work on this project will be undertaken or supervised by the CPM. Integral to the project is the training and development of local women to take on development roles. The CPM will manage that training. A formal external selection process with person specification and job description will be used for filling the new part-time posts. Enhanced DBS will be required.

Supervision

The CPM manages HTCCC staff and is in turn managed by the Chair.

We use an appraisal system for staff/volunteers, encouraging critical reflection which is central to the development process. Group/individual supervision and reflection is expected. Targets/expectations will be clear from the outset thanks to induction. Formal and informal training will be provided, internally and externally. Forever Manchester provides training and support in ABCD, and will provide appropriate project-based training and reflection.

We operate an open-door policy that allows support on a daily basis with weekly team meetings and 4 weekly project review meetings. Staff may raise issues for discussion at these meetings. There is a high level of informal interaction and support as would be expected in a local facility like HTCCC. There is also a staff representative present at Management Committee meetings.

Budget

The project budget is part of our organisational income/expenditure budget, approved by the Management Committee each year and monitored periodically at Committee Meetings.

Andrew Fisher manages our finances/oversees the financial stewardship of the Centre. He is a Chartered Management Accountant with over 27 years experience in Financial and Management Accounting.

Using this experience we have created robust financial and management accounting processes and controls that allow us to plan, manage and review our financial performance and ensure that at all times we understand our financial commitments and resources.

All records will be maintained locally via the project administration and reviewed by the treasurer periodically with accounts produced every month. Reports will include performance against budget, delivery of objectives, reviewing expenditure and income, and cash flow forecasts. Accompanying the financial reports will be a written commentary on performance and key matters arising

Risk

To help us understand/manage risks to Centre projects we have a risk register maintained by the Management Committee. This Risk Register is reviewed, discussed, updated, and approved by the Management Committee at least annually, more frequently if prompted by events.

The risk management process correlates the probability of an event occurring and the level of likely damage, leading to a hierarchy of risks. It then identifies action that can be taken to mitigate risks and recalculates the residual risk following such action.

6.2 Staff posts

If your application is successful, how many staff will be employed to work on the project? Include staff funded by the Big Lottery Fund and other sources.

6

Complete the questions below for each person who will be employed to work on your project, not just the people who will be funded by this grant. Include both new and existing members of staff. Do not include sessional workers or staff posts that are already included in your overheads (for example, human resources, finance, fundraising, IT and senior management staff who are not directly working on the project).

We will use this information to find out:

- what each person will do on the project
- if the salary reflects what they will do
- if the amount of time they will contribute is realistic.

The information provided in this section should reflect the salary costs in your budget table (section 7.1). If you are employing more than one person on your project, fill this section in for each additional member of staff.

If you're filling in your form electronically, and you need to provide this information for more than one staff post, use the additional staff posts page provided.

Job title

New post Existing post

If you've ticked new post, will it be openly recruited? Yes No

New posts must be openly recruited. If you aren't planning to recruit openly, why not?

What will this person do on your project?

Who will this person report to?

Number of hours worked per week	Number of hours worked per week on this project	Number of hours you want us to fund	Annual salary £	Annual National Insurance contribution	Employer's pension contribution %	Redundancy cost (if applicable)

6.3 Volunteers

Will any volunteers work on your project?

Yes

No

If you ticked yes, tell us about them.

Use up to 200 words to tell us:

- who the volunteers will be, for example, young people
- what they will contribute to your project
- how many of them will be involved
- how they will be recruited and supported
- how much time you expect them to give.

Volunteers will be mostly local and mainly women. They will contribute knowledge of the local area and the ability to deliver culturally sensitive support and understanding, as well as the language skills to communicate with the most difficult to reach. They will have a variety of roles for example one to one support, involvement in community cohesion events and project development as well as delivering project activities. We anticipate recruiting 15 volunteers per year with each providing an average of 3 hours per week. They will be recruited through participation in programme activities, through word of mouth and a volunteer open day. Collective support will be in the form of training and help with fundraising to address the needs of their groups. Our support for individuals is based on 10 years of experience, our volunteer policy being developed in line with the Tameside Compact Code on Volunteering.

We anticipate spending different amounts of time with different volunteers dependent on their needs and expertise, but all will have supervision, review, appraisal and a training and a development plan.

Volunteering brings mutual benefit to volunteers, communities & HTCCC. We have a volunteer pack that makes clear expectations and benefits as part of the volunteer agreement.

Section 7 - The funding you need

7.1 Budget table

Complete the following table to show us how much your project will cost and what you plan to spend your grant on.

Make sure you read the programme guidance notes which explain the revenue, overheads and capital costs we will and will not fund.

Remember:

- Reaching Communities provides funding for revenue and equipment costs over £10,000
- this can include up to £100,000 for land and buildings.

We understand that the figures you gave on your Stage One form might have changed. However, we may not consider applications where there has been a significant change to the total project costs. Part Eight of the programme guidance tells you what we mean by a significant change.

There is additional guidance about full cost recovery on our website at www.biglotteryfund.org.uk/biglearningzone to help you complete your budget and work out your overheads.

If you're typing, DOUBLE CLICK in the budget table to add your information in the white boxes. Please enter whole pounds only. For example £251 or £251.00. An error message will appear if you enter pennies. For example £251.13. The totals will calculate automatically but make sure you check them. The totals in the yellow and green boxes should be the same amounts as the yellow and green boxes in the tables in 7.2 and 7.3.

Total project costs – include VAT where applicable									
	Year 1	Year 2	Year 3	Year 4	Year 5	Total	VAT recoverable from total	Funding from other sources	Amount requested from Big Lottery Fund
Revenue costs						A	B	C	(A-B-C)
Salaries, NI and Pensions						£0			£0
Recruitment						£0			£0
General running expenses						£0			£0
Training						£0			£0
Travel						£0			£0
Sessional workers						£0			£0
Consultancy & advice (including evaluation)						£0			£0
Building capabilities						£0			£0
Other - please detail here						£0			£0
Other - please detail here						£0			£0
Total revenue costs	£0	£0	£0	£0	£0	£0	£0	£0	£0
Overheads									
Staff						£0			£0
Accommodation						£0			£0
Utilities						£0			£0
Other - please detail here						£0			£0
Other - please detail here						£0			£0
Total overheads	£0	£0	£0	£0	£0	£0	£0	£0	£0
Capital costs									
Construction and/or refurbishment						£0			£0
Fixtures and fittings						£0			£0
Professional and legal fees for building work						£0			£0
Office equipment						£0			£0
Vehicles						£0			£0
Other - please detail here						£0			£0
Other - please detail here						£0			£0
Total capital costs	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total project costs	£0	£0	£0	£0	£0	£0	£0	£0	£0

Project funding

7.2 How much funding do you want from us in each year?

The figures for revenue, capital and overheads should include VAT that you cannot recover from HM Revenue and Customs.

If you're typing, DOUBLE CLICK in the table to add your information in the white boxes. The totals will calculate automatically but make sure you check them.

The totals in the yellow boxes below should be the same amounts as in the yellow boxes 7.1.

Grant amount requested from Big Lottery Fund						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenue						£0
Overheads						£0
Capital						£0
Total	£0	£0	£0	£0	£0	£0

7.3 If some of the money for your project will come from other sources, give us the details in this table.

The total in the green box below should be the same as the amount in the green box in 7.1.

If you're typing, DOUBLE CLICK in the table to add your information in the white boxes. The totals will calculate automatically but make sure you check them.

Source of Funding	How much is it?	How much is secured?	How much is still to be secured?	Is it an in kind contribution? (Y/N)
			£0	
			£0	
			£0	
			£0	
			£0	
			£0	
			£0	
			£0	
			£0	
			£0	
			£0	
			£0	
			£0	
			£0	
Total	£0	£0	£0	

**Organisation
name:**

The Parish of the Good
Shepherd Holy Trinity Church
and Community Centre
(HTCCC)

Project ID:

0010284212

Section 8 - Declaration and legally responsible contact

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.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

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 you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering. You can obtain further details explaining how the information held by fraud prevention agencies may be used from our Head of Information Governance, by emailing dataprotection@biglotteryfund.org.uk or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Head of Information Governance, Big Lottery Fund, 1 Plough Place, London, EC4A 1DE.

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

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 choose to 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.

Legally responsible contact

Who in your organisation will be legally responsible for the funding?

- For companies they should be a director on the board or the company secretary.
- For schools they should be your head teacher.
- For local authorities and health bodies they should be your chief executive or a director.
- For town, parish or community councils they should be the clerk to the council (or office bearer).
- For all other types of organisations they should be your chair, vice chair or treasurer.

They must be over 18 years old and can't be the same as the main contact. We need their date of birth and home address for our standard fraud prevention checks.

Title (Mr, Mrs, Ms, Miss)	Mr	Forenames (in full)	Roger	Surname	Farnworth
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Position	Chair (Team Rector)	Date of birth	11/5/1960
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Home address	St.James Vicarage, Union St, Ashton Uner Lyne		
	Tameside		
	Lancs	Postcode	OL6 9NQ

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

Yes

No

If no, what was your previous home address?		
	Postcode	

Correspondence address		
	Postcode	

Telephone or text phone number	1613302771	Telephone or text phone number (if applicable)	7543905302
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Email	rogerfarnworth@aol.com
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Signature	Revd Roger Farnworth	Date	21 st October 2016
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On behalf of (organisation name)	The Parish of the Good Shepherd - Holy Trinity Church and Community Centre (HTCCC)
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Declaration

Check the box to confirm that:

- the information you have given is accurate and true
- your application has been authorised by the governing body of your organisation
- your organisation has the legal power to deliver the project you have described in this form
- you understand that if you make misleading statements or withhold information at any point, your application will be invalid and you will be liable to repay any money you have received
- you will be able to meet our Standard Terms and Conditions of grant, which are available on our website
- you agree we may use the information you have provided for the purposes described under Data Protection above
- you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our [Freedom of Information Policy](#).

I agree

Section 9 - 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.

1. Ethnic background

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

No	<input type="checkbox"/> Go to 2
Yes	<input checked="" type="checkbox"/> Tick up to three boxes below

White

English/Scottish/Welsh/Northern Irish/UK	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

Mixed/Multiple ethnic background

Mixed ethnic background	<input type="checkbox"/>
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Asian/Asian UK

Indian	<input type="checkbox"/>
Pakistani	<input checked="" type="checkbox"/>
Bangladeshi	<input checked="" type="checkbox"/>
Chinese	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

Black/African/Caribbean/Black UK

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black/African/Caribbean background	<input type="checkbox"/>

Other ethnic group

Arab	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>

2. Gender

Will your project mostly benefit people of a particular gender?

No	<input type="checkbox"/> Go to 3			
Yes	<input type="checkbox"/>	Tick which gender	Male	<input type="checkbox"/>
			Female	<input checked="" type="checkbox"/>

3. Age

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

No	<input type="checkbox"/> Go to 4			
Yes	<input type="checkbox"/>	Tick up to two boxes	0-24 years	<input type="checkbox"/>
			25-64 years	<input checked="" type="checkbox"/>
			65+ years	<input checked="" type="checkbox"/>

4. Disability

Will your project mostly benefit disabled people?

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

5. Religion or belief

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

No	<input type="checkbox"/> Go to 6
Yes	<input type="checkbox"/> Tick one box only below

No religion	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input checked="" type="checkbox"/>
Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>

6. Sexual orientation

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

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

Section 10 - Check your application is complete

Organisation
name:

The Parish of the Good Shepherd
Holy Trinity Church and Community
Centre (HTCCC)

Project ID:

0010284212

Checklist

This checklist will help you to check that you are sending us a fully completed application. Tick the following boxes to confirm that:

You have read the Reaching Communities guidance notes available on our website.	<input checked="" type="checkbox"/>
If you are applying for a funding for land and buildings, you have completed the capital checklist that we sent you with this application form and it has been signed by an appropriate person.	<input type="checkbox"/>
The chair, chief executive, director of the board or person of similar authority in your organisation has completed the information in section 8.	<input checked="" type="checkbox"/>
The legally responsible contact has checked the box in section 8 to confirm they have read and agreed to the declaration.	<input checked="" type="checkbox"/>
You have emailed us your most recent approved annual accounts. These must have been signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner, where appropriate. If this was not possible, you have sent us a paper copy instead. If your annual accounts are more than 12 months old, you have also emailed or sent us a copy of your most recent management accounts.	<input checked="" type="checkbox"/>
You have sent us an updated copy of your governing document if you are: <ul style="list-style-type: none">• an unincorporated association, and• not registered with the Charity Commission, and• your constitution has changed since you sent your Stage One application.	<input type="checkbox"/>
If you ticked yes to question 3.2, you have sent us a written evaluation report.	<input checked="" type="checkbox"/>

How to send us your form

Send your completed form to the email address below as soon as you are ready and no later than the deadline date in the letter inviting you to submit this application.

Email: rc@biglotteryfund.org.uk

If you cannot send us your form by email, you can post it to the address below:

Reaching Communities Team
Big Lottery Fund
2 St James Gate
Newcastle upon Tyne
NE1 4BE