



National Lottery Awards for All England

Guidance



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Programme information

A quick way to apply for smaller amounts of funding between £300 and £10,000.

We're here for you as communities recover, rebuild, and grow following the COVID-19 pandemic. You can apply for funding to deliver a new or existing activity or to support your organisation to change and adapt to new and future challenges.

In order to support communities to thrive, we aim to:

- build strong relationships in and across communities
- improve the places and spaces that matter to communities
- help more people to reach their potential, by supporting them at the earliest possible stage.

Area: England

Suitable for: Voluntary or community organisations

Funding size: £300 to £10,000, for up to one year

Application deadline: Ongoing

How to apply

We only have a certain amount of funding to award

We get a lot of applications, and many of them are for really worthwhile projects. This means we have to make some tough decisions around which projects we can fund, when reading all the applications we've received. So there are often lots of projects we cannot fund, even the good ones.

Make sure you also check under 'who can and cannot apply' before filling out the application form.

The time it takes to get a decision from us might vary

We'll try and tell you our decision as soon as possible. This usually takes us around 12 weeks. Please bear with us as our funding teams respond to the huge demand for our funding. We'll assess applications in the order they're submitted.

If it's difficult or impossible for you to complete an application form

You can contact us ([Appendix G](#)) if you have any communication support needs. We're happy to talk about alternative ways for you to tell us about your idea.

What information you need to apply

We ask for the contact details, home addresses and dates of birth of two different people from your organisation. Both contacts need to have different email addresses

One person should be someone we can talk to if we have any questions about your project. The other should be a senior member of your organisation, who'll be legally responsible for the funding. Both need to live in the UK.

These two people cannot be:

- related by blood
- married to each other
- in a civil partnership with each other
- in a long-term relationship with each other
- living together at the same address.

We ask for the legal name of your organisation - and its address. And what type of organisation it is

Make sure these are up to date and match up with any information or identity documents we ask for (when you get to the application part).

We ask for information about your organisation's accounts

We want to know the date your accounts wrap up each year and how much income you have.

If you do not have yearly accounts because you're a new organisation (less than 15 months old), that's okay. We can still look at your application.

Send us your bank statement

What we need

We ask for one bank statement dated within the last three months. So, we can check the account you want us to pay the grant into.

We'll not be able to assess your application if you do not have a bank account and bank statement that meet our requirements below and you'll need to reapply once you have these set up. If you're not sure contact us ([Appendix G](#)).

We need:

- A bank account that meets our needs in our Financial Controls and Financial Governance Guidance ([Appendix A](#))
- [A bank statement that meets our needs.](#)

Our bank statement needs

The bank statement (or bank welcome letter if the account was opened within the last 3 months) must be uploaded:

- as one single file
- the file size limit is 30MB
- it can be a PDF, JPEG or PNG file.

and should show:

- the bank logo
- your organisation's legal name
- the address the statements are sent to
- your bank's name
- the account number and sort code
- the date the letter/statement was issued.

If all these details are on one page, just send us that page.

What else we would accept

If you have a new bank account opened within the last three months, we can accept a bank welcome letter instead of a statement. The letter must confirm the date the account was opened and all the account details.

If you're unable to provide a bank statement, we can accept transaction listings, if they include everything we'd expect to see on a bank statement:

- the bank logo
- your organisation's legal name
- the address your bank uses for correspondence
- your bank's name
- the account number and sort code
- date the transactions listing covers.

We ask you for information about what sort of project you'd like to do

And how your project will help and involve your community.

What happens after you apply

- 1. You send us your application** – we'll get back to you with a decision in around 12 weeks. During these 12 weeks, we look at your idea and do our security checks. You can find out more about the checks we do ([Appendix C](#)). We might give you a call within those 12 weeks, to talk a little more about your idea or ask for more information.
- 2. If your application is successful** – we'll send you an email with the good news. You can start your project as soon as you get this email, if you want to. And we'll put the funding in your bank account within 14 days (or sooner, if possible)
- 3. You can start spending the funding on your project** – you should spend the funding the way you said you would in your application (unless we've agreed to something different first). We might check in from time to time – to see how things are going. You should also check our guidance on managing your grant ([Appendix H](#)).
- 4. Share your story** – let people know about your grant and the amazing work you're doing in your community. Sharing news about your project with your community can be a great way to keep them involved and engaged. Your award email will also include details on how to publicise your grant and let people know about how your project is supporting people in your community.

We also ask you to read and agree to our terms and conditions

You can read the terms and conditions ([Appendix D](#)).

BSL video: National Lottery Awards for All England

[Watch British Sign Language interpretation of 'National Lottery Awards for All England'](#) (YouTube)

You can also read our data protection statement ([Appendix E](#)) to find out how we use the personal data you give us.

Reduce your environmental footprint

The National Lottery Community Fund cares about our environment and are always striving to manage our environmental impact. We encourage and support projects and communities to do the same.

Who can apply

You can apply if your organisation is a:

- voluntary and community organisation
- constituted group or club
- registered charity
- charitable incorporated organisation (CIO)
- not-for-profit company
- community interest company (CIC)
- school (as long as your project benefits and involves the communities around the school)
- statutory body (including local authorities, town, parish and community council)
- community benefit society.

Your income

We prioritise groups with smaller incomes on National Lottery Awards for All.

Due to high demand, organisations that have a large annual income might not be able to get funding.

Who we cannot accept applications from:

- individuals
- sole traders
- organisations based outside the UK
- one organisation applying on behalf of another. Be careful of businesses or consultants who say they can support you with your funding applications. They might even say they're acting on the Fund's behalf, or they're a preferred supplier of the Fund. They could even offer to write an application for you. We would not accept applications from these types of businesses or consultants. But you can get support and advice on writing your application from your local CVS (your local council for voluntary services)
- companies that can pay profits to directors, shareholders or members (including Companies Limited by Shares)
- organisations that currently have National Lottery Awards for All funding - we can only fund your organisation for a maximum of £10,000 within a 12-month period. And you can only hold one grant, for each different country in the UK, at a time. If you want to apply for a new grant - you'll need to wait until your last grant with us is closed
- organisations that have already sent a National Lottery Awards for All application and are waiting for a decision
- Organisations applying to more than one of our programmes for the same project over the same period. This is because you cannot get duplicate funding for something we're already funding you to do. It's okay to apply to another programme if you've already had an unsuccessful decision though.

Board or committee members

It's really important that organisations that apply have at least two people on their board or committee who are **not related**.

By related, we mean:

- married to each other
- in a civil partnership with each other
- in a long-term relationship with each other
- living together at the same address
- related by blood.

All companies who apply must have at least two directors who are **not related** in any of these ways. This also applies to companies that are also registered as charities.

If you're a school or an organisation working with a school

Whilst we can support applications that involve schools, it will be by exception and only if there is wider community benefit.

This means it should benefit, and involve, more than just teachers, pupils, and parents of pupils. Projects without significant involvement or benefit to the wider community as the primary focus are unlikely to be prioritised for funding.

The kinds of school projects we do not usually fund:

- projects to improve school facilities or equipment
- projects to help with staff training
- projects that are part of the school curriculum
- projects that involve activities the school should already be providing (like a project teaching literacy)
- projects that take place during teaching times.

An example of the sort of school project we could fund

Things that would be seen as extras to the schools normal curriculum activities and involves and benefits the wider community.

BSL video: Who can apply

[Watch British Sign Language interpretation of 'Who can apply'](#) (YouTube).

The projects we fund

We are here for you as communities recover, rebuild, and grow following the COVID-19 pandemic. You can apply for funding to deliver new or existing activity or to support your organisation to change and adapt to new and future challenges

In order to support communities to thrive, we aim to:

- build strong relationships in and across communities
- improve the places and spaces that matter to communities
- help more people to reach their potential, by supporting them at the earliest possible stage.

Your project should involve your community

People understand what's needed in their communities better than anyone, especially during these unprecedented times. We want to support projects that:

- involve people and communities from the start
- build on people's strengths
- are connected in their community.

Think about what you can do to find out what's important to people in your community. For example, surveys, meetings, telephone calls, conversations with helper agencies and engaging with stakeholders.

You should also think about encouraging people who benefit from your project to get more involved in running your organisation and making decisions. For example, they could become trustees or volunteers, or you could find ways to employ them.

If your project focuses on sports, arts or heritage

When we assess sports, arts and heritage projects, we're looking for projects where the main aim is to strengthen your community in some way.

What we mean by strengthening your community

We know most sports, arts and heritage projects are good for communities generally. But we're looking for projects that do a little more.

An example of the kind of sports project we might fund

Let's think about an online dance group for young people. Dance is good exercise, so it promotes health (which is great). But we're looking at how that activity strengthens the community too.

Maybe it helps the community with social isolation. Or the project might aim to move young people away from anti-social behaviour.

There might be other types of funding for you

If you've read through this page and feel like this funding is not quite right for your project - [find other funders in the National Lottery family](#).

If your project works with children, young people or vulnerable adults

You need to have a policy in place that explains how they'll be safe. And we might ask to see this policy, if we decide to give you funding. The NSPCC have lots of [helpful advice about setting up and following good child safeguarding policies](#).

Projects that need insurance, qualifications or affiliations to a governing body

Depending on what you want to do, your project might need:

- public liability insurance
- leaders or instructors with special qualifications
- an affiliation to a governing body.

You can ask us to cover these costs when you apply for funding.

BSL video: The projects we fund

[Watch British Sign Language interpretation of 'The project we fund'](#) (YouTube)

What you can spend the money on

This list does not include everything. So, if you're not sure, contact us ([Appendix G](#)).

We can fund:

- your organisation's running costs
- small land or refurbishment projects (but make sure you own the land or building, have a lease that cannot be ended for five years, have a letter from the owner saying the land or building will be leased to you for at least five years, or an official letter from the owner or landlord that says you're allowed to do work on the building). You should also think about getting planning permission for the work too
- equipment
- one-off events
- staff costs
- training costs
- transport
- utilities
- volunteer expenses.

We encourage you to think about any organisational costs needed to help you and your community through the current crisis.

We cannot fund:

- alcohol
- contingency costs, loans, endowments or interest
- paying someone else to write your application for you - be careful to avoid businesses or consultants who promote that they can support organisations with funding applications. They might suggest that they're acting on the Fund's behalf, that they're a preferred supplier of the Fund, or even offer to write an application for you
- profit-making or fundraising activities
- VAT you can reclaim
- religious activities (we can fund religious organisations if their project benefits the wider community and does not include religious content)
- statutory activities
- activities that improve educational attainment (PHSE, STEM, English, Maths)
- overseas travel or projects that take place outside of the UK
- political activities
- activities that make profits for private gain.

BSL video: What you can spend the money on

[Watch British Sign Language interpretation of 'What you can spend the money on'](#) (YouTube)

Appendix

Guidance on financial controls and financial governance

What does The Fund mean by financial controls and financial governance?

Financial controls and financial governance means the way your organisation's finances and records of financial transactions are set up and run. This covers:

- the procedures
- policies
- documents
- management arrangements

in place for the way you carry out and control the finances of your organisation. It includes evidencing your expenditure on delivering what your organisation has been set up to do.

As our grant funding is public money, we must ensure that you are able to give us evidence of your organisation's ability to adequately manage public funds and show us that you've done so, where we ask for this. It is essential that you can show us that you've appropriate financial governance in place to ensure that your organisation can successfully manage and deliver the project you want to be funded by us (whether wholly or in part).

Our grant conditions on financial controls and financial governance

As part of the Fund's grant terms and conditions, we ask that your organisation:

- hold the grant in a UK-based bank or building society account
- make sure that this account is in the legal name of your organisation
- make sure that the account is managed by at least two unrelated and authorised individuals in your organisation
- have effective financial controls and review processes so that no single individual, nor two or more related people, have sole responsibility for any single transaction from authorisation to review and completion
- keep accurate and full records about your project both during the project and for seven years afterwards
- give us when we ask for them copies of those records and evidence of expenditure of the grant, such as original paper or electronic receipts, invoices and bank statements
- follow our guidance on financial controls and financial governance.

Further guidance on financial controls and governance

1. You must make sure that the bank or building society account in which you hold our grant funds is regulated either by the Prudential Regulation Authority (PRA) or by the Financial Conduct Authority (FCA) and that it is safeguarded by the Financial Services Compensation Scheme (FSCS).

2. We know that organisations are looking for more accessible ways to manage their money and make payments. This might mean using an e-money account. Where you use an e-money account, you need to ensure that the account is safeguarded by The Electronic Money Regulations 2011.
3. It is important that your organisation keeps an up-to-date record of all transactions made. This includes things like receipts and invoices for all goods and services which you've bought or provided, details of any cheques used and accurate payroll records for staff costs, even those below £250.
4. We may ask your organisation for more information. This could be a request for all bank statements showing expenditure using our grant funding, from the date the grant funds were received into your bank account to the date that the grant funds were spent by your organisation. This includes any money that has been moved into another bank account. Any bank accounts our funding has been moved into must meet our requirements set out in our grant terms and conditions and in this guidance.
5. We may ask your organisation to provide evidence that your internal financial controls and banking arrangements meet our requirements at any stage of the grant.
6. We know that some organisations may prefer using cheques as a form of payment. If your organisation chooses to use cheques, please ensure you keep accurate details of all cheques issued, so if we do request evidence of your expenditure, we can clearly see who is being paid and what they are being paid for.
7. We know that for smaller organisations a full financial authorisation process may not always be practical, but we do expect, as a minimum, that the trustees, directors or the management committee of your organisation put in place processes to regularly review transactions and carry out checks on financial controls.
8. We know some organisations may find it easy to use cash to pay for certain services, but you should not make cash withdrawals or cash payments of over £100 when making payments from our grant funding.
9. We are entitled under our grant terms and conditions to suspend or terminate the grant and/or require you to repay all or any of the grant if you provide us with false or misleading information about the bank or building society account you hold and/or your financial governance.

Links to external guidance

[NCVO knowhow financial management](#)

[Gov UK managing charity finances](#)

Safeguarding and protecting the children and adults at risk we support

Policy statement

The National Lottery Community Fund supports people and communities to thrive.

All Children and Adults at Risk have a right to protection and freedom from abuse or exploitation, regardless of age, disability, gender, racial heritage or racial culture, religious belief, sexual orientation, economic status or otherwise.

Who this policy applies to

This Policy sets out the Fund's position and guidance on safeguarding and protecting Children and Adults at Risk. It applies to all our grant holders throughout the UK and overseas and will be required of our grant applicants as well as grant holders.

Our terms and conditions of grant make it clear that, by signing a grant agreement, grant holders agree to the grant holder requirements set out in this policy.

This policy relates to any concerns or incidents of abuse that arise as a result of a breach of a grant holders' safeguarding and protection obligations as set out within this document.

What the policy covers

The policy explains:

- Safeguarding and protecting the children and adults at risk we support
- Meaning of terms used in this policy
- What we require of grant holders
- Additional expectations
- What should be included
- How the Fund will work with you
- When you should report a concern or issue to the Fund
- Links to external guidance

Meaning of terms used in this policy

Abuse: can include physical, sexual or emotional harm, neglect or negligent treatment, maltreatment, radicalisation or exploitation. Abuse can take place in person or online, by any person (which could include by other Children and Adults at Risk or by people in positions of trust).

Children and Adults at Risk: Children and young people (meaning people under the age of 18 years) and adults who may be vulnerable due to, for example, their age, mental health, disability, illness, gender, race, religion or belief, sexual orientation, economic status or who may be unable to take care of themselves against abuse.

Safeguarding: proactive steps taken to prevent abuse against Children and Adults at Risk, including the action the organisation takes to promote the welfare of people including Children and Adults at Risk to protect them from harm.

Protecting: responding to concerns and/or disclosures that a Child or Adult at Risk may be experiencing or be at risk of abuse.

People at the Fund: our permanent and fixed-term employees, non-executive Board and committee members, agency staff, interns, volunteers, consultants and anyone else working for or on behalf of the Fund.

Grant holders: any organisation or group that receives grant monies from the Fund.

Funding officer/manager: The person at the Fund who is the main contact with the Grant holder.

Disclosure and Barring Service (DBS): a service in England provided to help employers make safer recruitment decisions for people working in regulated activities and prevent unsuitable people from working with Children and Adults at Risk.

There are equivalent services in the devolved administrations within the UK including but not limited to Disclosure Scotland, Access NI and the Protecting Vulnerable Groups (PVG) Scheme or equivalent police checks overseas.

These services process requests for criminal records checks and decides whether it is appropriate for a person to be placed on or removed from a list of people who are barred from working with Children and Adults at Risk.

What we require of grant holders

We require all grant holders to:

1. Have their own tailored policy for safeguarding and protecting Children and Adults at Risk which is proportionate and relevant to their organisation's activities and has been agreed by their trustees or other governing body. This policy must be reviewed regularly and staff and trustees must be trained on its contents;
2. Ensure that all sub-grant holders and third-parties appointed by them to perform any part of the grant activity where working with Children and Adults at Risk have their own, appropriate safeguarding and protection policies and procedures in place;
3. Recognise that when they sign a Grant Agreement with the Fund, this includes agreeing to fulfil the expectations of grant holders set out in this policy;
4. Work collaboratively with their Funding officer/manager where there are potentially serious concerns or disclosures about the safeguarding or protection of any Child or Adult at risk; and
5. Take a common sense approach to safeguarding and protecting Children and Adults at risk.

The Charity Commission for England and Wales published its new safeguarding strategy in December 2017 which states that safeguarding should be a key governance priority for all charities, regardless of size, type or income, not just those working with children or groups traditionally considered at risk. Further the Scottish Charity Regulator (OSCR) also published safeguarding guidance in May 2018 which highlights key steps charity trustees can take to ensure that they are getting safeguarding right.

It is an essential duty for trustees or other governing body to take reasonable steps to safeguard beneficiaries and to protect them from abuse. We therefore expect all grant holders to have a safeguarding policy and procedures, proportionate to its activities.

To help enable a safe and protective culture in your organisation, you (the grant holder) commit to:

- Prioritise the safety and wellbeing of all Children and Adults at Risk who come into contact with your organisation (including contact with your centres, projects, staff and/or volunteers)
- Ensure Children and Adults at Risk are given a voice by creating an environment and providing opportunities for Children and Adults at Risk to tell you what you are doing well, what risks there are to them and how you can help keep them and others safe.
- Clearly outline to all the people in your organisation (permanent and fixed-term employees, non-executive committee members, agency staff, interns, volunteers, contractors and consultants) your mandatory policies and processes and a code of conduct that keep Children and Adults at Risk safe.
- Have a tailored, up-to-date procedure for reporting concerns and disclosures that everyone knows about and feels confident in applying (including not just the people in your organisation but also the carers or guardians of the Children and Adults at Risk who come into contact with your organisation and, where appropriate, the Children and Adults at Risk themselves).

Additional expectations

There are additional expectations on those grant holders who work directly with Children and Adults at Risk.

If your funded project involves working in regulated activity with Children and Adults at Risk, you will also consider:

- Having one or more nominated member of staff (a Designated Safeguarding Lead) who has the knowledge and skills to promote safe environments for Children and Adults at Risk and is able to respond to concerns and disclosures.
- Ensuring everyone understands their safeguarding roles and responsibilities and is provided with appropriate learning opportunities to recognise, identify and respond to concerns and disclosures relating to the protection of Children and Adults at Risk.
- Using safe and transparent recruitment processes including (1) an appropriately detailed DBS/PVG check for staff who come into contact with Children and Adults at Risk (2) obtaining references that confirm that the referees are not aware of any

- reason why the applicant should not work with Children and Adults at Risk (3) up-to-date, proportionate safeguarding training for people in your organisation.
- Conducting safeguarding risk assessments and provide guidance for your organisation, locations, projects and processes to enable a safe, inclusive environment for all Children and Adults at Risk we support. This could include guidance on taking Children and Adults at Risk away on trips, consents required, the ratio of adults to Children and Adults at Risk, transport safety and emergency procedures and guidance on Children and Adults at Risk who require medication and consideration of the Prevent Duty.⁽¹⁾

⁽¹⁾ The Prevent Duty being the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. The Prevent Duty does not extend to Northern Ireland.

What should be included

Your Safeguarding and Protection policy and procedures should include as a minimum:

- A statement outlining your organisation's commitment to safeguarding and protecting Children and Adults at risk
- Specific safeguarding and protection risk areas for your organisation and how you address them
- Who is responsible for safeguarding and protection
- How to report concerns and disclosures
- What happens if someone does not uphold your policy or procedures
- How you protect whistle-blowers or others who raise a concern about your organisation
- How often the policy and procedures will be reviewed and kept up to date
- Links to your related policies and processes.

As part of your policy, you will have a Code of Conduct for people in your organisation that includes:

- Your expectations of their interactions with any Children or Adults at risk supported by your organisation
- Your expectations regarding any online contact with Children and Adults at Risk including on social media sites such as Facebook, including best practice
- Reporting all concerns and disclosures (including any historic unreported concern or disclosure)
- Promoting the safety and welfare of Children and Adults at Risk at all times.

Transparency

- Your policy and procedures should be publicly available and proactively promoted to provide reassurance and enable the Children and Adults at Risk you support and/or their carers/guardians, as appropriate, to give constructive feedback and report any concerns or incidents to staff.

How the Fund will work with you

Before you become a grant holder, we will ask you about safeguarding and protecting Children and Adults at risk. We will require you to report any concerns as part of our grant management process. Once you become a grant holder, we will maintain a focus on your proactive approach, where appropriate, on safeguarding and protecting Children and Adults at Risk as part of our grant monitoring process.

When you should report a concern or issue to the Fund

- If a concern or disclosure about abuse is reported to you, you should investigate and otherwise address it in line with your own safeguarding and protection policy. You should also carry this out in line with any requirements of your regulator(s) and the law as it applies to your organisation.
- In addition, you should inform your Funding officer/manager as soon as possible and no later than within three working days of any potentially serious concern or disclosure so that we are aware of the situation and we reserve the right to request further information if we deem it appropriate.
- If you flag a safeguarding or protection concern with us, we will respect your anonymity, if requested. If you provide us with information that suggests that someone may be at risk, we may need to share this information with the police or other appropriate authorities. In this case we would still take steps to preserve your confidentiality.
- If we have good cause to believe that you have not complied with your obligations under this guidance, we may suspend or terminate your funding.

Links to external guidance

Where you can get guidance on safeguarding and protection policies and procedures

People at the Fund do not have the specialist expertise to advise you on your safeguarding and protection policies and procedures as these must be tailored to fit the activities of your own organisation.

If you require advice, we recommend that you review the guides for organisations produced by:

[The Department of Education](#)

[NHS England](#)

[The NSPCC](#)

[Guidance on safeguarding Adults at Risk by Social Care Institute for Excellence](#)

The Charity Commission for England and Wales at: [Safeguarding and protecting people for charities and trustees](#) and [Strategy for dealing with safeguarding issues in charities](#)

[The Scottish Charity Regulator](#)

[The Charity Commission for Northern Ireland](#)

[Disclosure checks for Northern Ireland](#)

[Disclosure checks for Scotland](#)

[Disclosure checks for England, Wales the Channel Islands and the Isle of Man](#)

[NCVO Knowhow](#)

Checks we'll carry out on your information

As an organisation that gives out public funds, we carry out some checks on the information you provide us. This is to make sure that the information is correct and there are no significant risks we can identify when awarding grants.

We have produced two guides to help you understand our checks in more detail. If you read these before you apply, or if you have a grant from us when your details change, we are less likely to identify any issues.

Guide to our checks on your information

The [Guide to our checks on your information \(PDF 186KB\)](#) document explains:

- the key areas you need to make sure are accurate
- why we may have concerns about your previous history with us
- and what you can expect if we identify any issues on these areas.

Guide to risk analysis

The [Guide to risk analysis \(PDF 177KB\)](#) covers areas such as the identity checks that we conduct, fraud risks and the limitations we may have in providing you with feedback on these.

Standard Terms and Conditions of National Lottery Awards for All

- 1. By submitting an application to The National Lottery Community Fund, the organisation named in the application (referred to as “you” in these Terms and Conditions) agrees, if awarded a grant, to:**
 - 1.1. hold the grant on trust for The National Lottery Community Fund (referred to as ‘we’ or ‘us’) and use it only for your project as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of your grant award;
 - 1.2. provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project;
 - 1.3. act lawfully in carrying out your project in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant and let us know promptly about any fraud, other impropriety, mismanagement or misuse in relation to the grant;
 - 1.4. acknowledge National Lottery funding using our logo in accordance with the relevant guidelines for recognising your grant;
 - 1.5. hold the grant in a UK based account or building society account, which is in the legal name of the organisation that is applying for funding from The National Lottery Community Fund;
 - 1.6. adhere to our guidance on financial controls and banking arrangements ([see Appendix A](#)), ensuring that no single individual has sole responsibility for any single transaction from authorisation to review and completion and that the account is managed by at least two unrelated and authorised individuals in your organisation;
 - 1.7. immediately return any part of the grant that is not used for your project or which constitutes an unlawful subsidy;
 - 1.8. comply with our safeguarding policy for grant holders ([see Appendix B](#));
 - 1.9. We may commission research into and/or evaluation of your funding. You confirm that you will co-operate with any research or evaluation-related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes.
 - 1.10. comply with data protection laws and obtain the consent of your beneficiaries for us and you to receive and process their personal information and contact them;
 - 1.11. keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original paper or electronic receipts, invoices, and bank statements;

- 1.12. allow us and/or the Comptroller and Auditor General reasonable access to your premises and systems to inspect project and grant records;
 - 1.13. The National Lottery Community Fund publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way; and
 - 1.14. if your project is being delivered in Wales, enable people to engage in both Welsh and English, treating both languages equally. Welsh speakers must be able to access information and services in Welsh and all materials must be produced bilingually.
- 2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.**
- 2.1. You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.
 - 2.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.
 - 2.3. You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.
 - 2.4. You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring us or the National Lottery into disrepute.
 - 2.5. You enter into, or in our view are likely to enter into, administration, liquidation, receivership, dissolution or, in Scotland, have your organisation's estate sequestrated.
 - 2.6. You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where You are paid in error before You have complied with your obligations under these terms and conditions and Offer Letter. Any sum, which falls due under this paragraph 2.6, shall fall due immediately. If you fail to repay the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.
- 3. You acknowledge that:**
- 3.1. the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;
 - 3.2. we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as The National Lottery continues to operate and we receive sufficient funds from it;

- 3.3. the grant is not consideration for any taxable supply for VAT purposes;
- 3.4. we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;
- 3.5. these Terms and Conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.6, 1.8, 1.9, 1.10, 1.11, 1.12, 3.4 and 3.5 shall survive expiry of these Terms and Conditions; and
- 3.6. if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be the equivalent of your signature on that agreement.

Data Protection

This privacy notice explains what personal data is collected by The National Lottery Community Fund through our grant making activities and how and why we use this data.

Who are we?

When you interact with us online, over the phone or face-to-face, The National Lottery Community Fund will collect your personal data and are responsible for how we store and use it.

Your Personal Data – what is it?

Personal data is any information that relates to a living individual who can be identified from that data. Personal data which we collect includes your name, address, date of birth, telephone number, email address or photograph.

How do we collect and use your personal data?

If you contact us or apply for a grant, we will collect personal data about you and other people connected to your organisation. We may do this through conversations, at events or during visits to your organisation, or if you call our staff or advice line to discuss funding applications. If your organisation applies for funding, we will also collect personal data on application forms. Sometimes our grant holders and evaluators also send us information about individuals who benefit from projects funded by our grants.

We will keep your personal data up to date and store it securely. We will put appropriate technical measures in place to protect it from loss, misuse, unauthorised access and disclosure, and not collect or retain excessive amounts of personal data. When we have held your personal data for the maximum period of time allowed by data protection laws, we will destroy it securely.

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

If you provide us with personal data of people who benefit from your project's work, we will treat this in the same way. You must tell the individuals and if they have any questions about this, you must refer them to this notice.

What is the purpose and legal basis for storing and using your personal data?

The National Lottery Community Fund is a public body with a statutory duty to distribute National Lottery and other funds for good causes. We process your personal data as a necessary part of exercising this official authority vested in us.

For example, we may use your personal data to help your organisation apply for grants and to assess its applications. We may carry out checks on your personal data as described below. If a grant is awarded, we use your personal data to manage and monitor the grant and to check the money is being used appropriately. If you don't provide this personal data, we may not be able to process your application or award a grant to your organisation.

We may also use your personal data to evaluate and research the impact of our grants and to let you know about our grants and other activities. The results of our evaluations and research may be published but we won't publish your personal data without your agreement.

We will not collect and use personal data for purposes beyond our statutory duties except where we have your consent or notified you of the relevant legal basis for processing.

Sharing your personal data

We may share your personal data with organisations which help us to carry out our grant making activities. For example, we share personal data with organisations which help evaluate the impact of our grants on communities. Organisations which support our IT software and systems may also have access to personal data. In each case, we will only share personal data needed to carry out their work, and will do so subject to appropriate safety measures that are designed to ensure your personal data remains secure and is only used for the intended purpose.

We may also share personal data with government departments or other third parties who have funded the grants where this is a condition of their funding. We may also share your organisation's contact details with your local parliamentary representative as they may want to contact you about the grant.

How long do we keep your personal data?

We keep your personal data for no longer than is necessary for the purposes described in this notice or otherwise allowed by law. Please read our retention policy for more details about how long we retain different types of data.

Fraud prevention and identity checks

If you apply for a grant or receive a grant from us, we may undertake checks for the purposes of preventing fraud and money laundering and to verify your identity. These checks require us to process personal data you have provided about you and your nominated representatives and data we have received from third parties.

We and fraud prevention agencies may also enable law enforcement agencies, regulators, Government, Lottery distributors and other funders to access and use your personal data to detect, investigate and prevent crime.

Fraud prevention agencies can hold your personal data for different periods of time. If you are considered to pose a fraud or money laundering risk, your personal data can be held for up to six years.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to award a grant and we may withdraw existing grants.

A record of any fraud or money laundering risk will be retained by us and the fraud prevention agencies, and may result in others refusing to provide you with services, financing or employment. If you have any questions about this, please contact us on the details below.

Your rights around your personal data

Your personal data is protected by legal rights. These include the right in certain circumstances to:

- request a copy of your personal data held by the Fund;
- ask for your personal data to be erased, for example, if we no longer need it for the purpose we collected it;
- request that we suspend the processing of your personal data, for example if you want us to establish whether it is accurate or the reason for processing it;
- object to the processing of your personal data where we are processing it in the exercise of our official authority.

If our processing of your personal data relies on your consent, you also have the right to withdraw your consent at any time and the right to ask for your personal data to be transferred to another organisation (known as the right to data portability).

For more information or to exercise your data protection rights please contact our Data Protection Officer using the contact details below. There are other rights not listed here and exemptions may apply in some circumstances.

If you are unhappy about how your personal data has been used please refer to our complaints policy. You also have a right to complain to the Information Commissioner's Office – contact details below - which regulates the processing of personal data.

Transfer of data abroad

If your personal data is transferred to a country outside of the European Economic Area, we will ensure it is transferred in accordance with this policy and subject to appropriate safety measures. Organisations which receive your personal data from us must accept contractual obligations, or subscribe to international standards, designed to protect your personal data to European standards. Further details about the safeguards in place to protect your personal data in these circumstances can be obtained from the Data Protection Officer.

Automated decision making

Your personal data will not be subject to any automated decision making.

Contact Details

If you have any questions, queries or complaints, and to exercise your personal data rights, please in the first instance contact the Data Protection Officer at data.protection@tnlcommunityfund.org.uk or by writing to the Data Protection Officer at The National Lottery Community Fund, Apex House, 3 Embassy Drive, Birmingham, B15 1TR.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email ico.org.uk/global/contact-us/email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

England, Scotland and Northern Ireland logos

Full colour logo



Use our full colour logo wherever possible.

[Download digital logo](#)

[Download print logo](#)

[Download vector logo](#)

Black logo



Use this whenever full colour isn't possible. Always use it in black, never any other colour.

[Download digital logo](#)

[Download print logo](#)

[Download vector logo](#)

White logo



Use this on dark coloured backgrounds only. Make sure there's enough contrast between the background and logo.

[Download digital logo](#)

[Download print logo](#)

[Download vector logo](#)

Appendix G

Contact us

England

(Opening hours: Monday to Friday, 9am-5pm)

0345 4 10 20 30

general.enquiries@tnlcommunityfund.org.uk

Apex House, 3 Embassy Drive, Edgbaston, Birmingham B15 1TR

For those with a hearing or speech impairment:

Text relay 18001 plus 0345 4 10 20 30

BSL users [can contact us in England using SignVideo](#)

Appendix H

Managing your grant

Once you've been awarded National Lottery Awards for All funding, here's what you can expect from us – and some things you'll need to do as well.

As a grant holder, you're now required to make sure you recognise the National Lottery support your project has had. You can do this by using our grant holder logo ([Appendix F](#)) on your website, social media and across any printed materials.

We'll send the funding to your bank account

You should see the funding in your organisation's account in the next couple of weeks. When the funding arrives in your account, you can start spending it on the activities you told us about in your application.

If the funding doesn't go into your account, or you don't want the funding anymore - contact us

Celebrate your National Lottery funding with your community

You should share the good news with your community and your local elected representatives (like your MP/MSP/AM/MLA):

- Tell the world about your funding via social media – contact us for help with this ([Appendix G](#))
- Get in touch with your local press
- Download our logo to tell people about your National Lottery funding ([Appendix F](#))
- Contact us to order free plaques, stickers, bunting and more ([Appendix G](#))

We encourage you to keep telling everyone about the difference your project is making throughout the life of your funding.

Records you need to keep

Please keep records of the things you spend your funding on – and keep track of how it fits with your application. We want to make sure that the funding is being spent the way you said it would.

Keeping bank statements can be a good record of what you've spent.

We could ask to see copies of receipts, invoices and bank statements relating to your funding for at least seven years. Or at any time during the project.

How to withdraw cash

Anytime you want to withdraw our funding as cash, it must be agreed by two people running the project. You also can't withdraw more than £100 at a time. Remember to keep receipts for anything you buy in cash.

What to do if your project changes

If you make small changes to your activities, or what you spend the money on, that's okay - as long as you're still using the funding to carry out the project you told us you would in your application.

If you have a little bit of funding left over, or your activities didn't cost quite as much as you thought, don't worry. If it's not more than £1,000, you can use the left-over funding to continue your project for longer - or run similar activities.

You only need to contact us if:

- the main or senior contact for your project changes
- you need longer than 12 months to finish the project
- you've finished the project and have more than £1,000 of funding left over
- completely different people are going to benefit from the project than you first thought
- you want to make changes to the project and spend the funding on very different things
- you can't carry out the project.

In any of these situations - contact your funding officer (if you have one) or contact us ([Appendix G](#)).

How to learn from your project

Hoping to improve your services and activities? Ask yourself, others in your organisation, and your community how the project went. This may also help you to apply for more funding in future.

You could ask:

- What have we learned?
- How many people got involved in the project?
- What did people say about the project or activities?
- What went well?
- What could have gone better?
- What would you do differently next time?
- What difference did the project make to the community?