

Fulfilling Lives: A Better Start

Stage one application form



The expression of interest (EOI) your partnership submitted to Fulfilling Lives: A Better Start has been successful. As lead organisation for the partnership, you've been invited to submit a stage one application on its behalf. If your stage one application is successful you will then be invited to submit a stage two application.

About this form

To use this form you need Adobe Reader version 10.0 or above installed on your computer. If you have an earlier version or use other software the form won't work properly.

[Follow this link](#) to get the latest version of Adobe Reader, which is free to install and use.

Before you start

Make sure you've saved the form to your own computer before you start to fill it in.

Filling in the form

You must answer all of the questions. We strongly recommend you read through the summary in full before starting to fill in the form.

Sending us your application

Email a copy of your application and any supporting documents to abetterstart@biglotteryfund.org.uk or post it to:

Fulfilling Lives: A Better Start
Big Lottery Fund
2 St James Gate
Newcastle upon Tyne
NE1 4BE

Keep a copy of this application form for your records as you may need to refer back to it if you are invited to stage two.

Deadline for applications

Your application and supporting documents must reach us by 12 noon on 7 June 2013. We won't accept any applications after this.

Fulfilling Lives: A Better Start – summary

A Better Start will invest in delivering a step change in the use of preventative approaches in pregnancy and the first three years of life, to improve the life chances of disadvantaged babies and young children.

Three to five areas across England, each with a total population of between 30,000 and 70,000, will receive between £30 and £50 million each. Through this investment each area must:

- give disadvantaged and vulnerable children a better start in life
- reduce the costs of dealing with later health and social problems
- harness the skills, commitment and resources of voluntary, health and local authority practitioners and sector leaders working together and
- provide effective, sustainable and scalable preventive approaches in pregnancy and very early life.

In each of the three to five final areas, we will invest in a portfolio of individual projects which together must lead to a systemic change which embeds the principle of first years prevention in the services and mindset of all members of the partnership

Throughout this form where we use the term ‘project’ we mean all of the activities or services your portfolio of individual projects will deliver through this investment.

To find out more about Fulfilling Lives: A Better Start visit www.biglotteryfund.org.uk/betterstart

What are we looking for?

Each area must improve the life chances of children by investing in their earliest years, and achieve positive outcomes in three main areas of child development:

- communication and language development
- social and emotional development, and
- nutrition.

Each area must also achieve a ‘systems change’ in the way that its local health, public services and voluntary sector work together in the long term, efficiently and effectively, to improve outcomes for children. This means prioritising the prevention of harm and the promotion of healthy development in pregnancy and the first years of a child’s life, across all services. You must be able to demonstrate how you will do this during the life of the investment and beyond.

You must describe the four main outcomes that you will bring about at question 3.1. You must show how what you want to do will achieve outcomes in all three of the areas listed above, including systems change. Our [Getting funding and planning successful projects guide](#) explains the key elements of our approach to funding and outcomes and has examples that will help you complete your application.

You must take a scientific or evidence based approach to meeting your outcomes. This means designing activities and services which use specific interventions which have already been proven to be successful. You should be able to describe how the interventions will fit with and improve current first years provision in your area. You may also include new activities that are not yet proven, but are based on sound scientific evidence, and will be evaluated throughout.

For a breakdown of the short, medium and long term outcomes A Better Start aspires to achieve in each area of child development, see the framework on the next page. The long term outcomes may not be achievable during the timescales of this investment,

but have been included here to help you understand what we want A Better Start to achieve in the long run. This framework is not a prescriptive list you must adhere to, but it should be used to help inform your

planning. Your partnership may identify other outcomes that are relevant for your area and fit with what A Better Start aims to achieve.

Short-term outcomes	Medium-term outcomes	Long-term outcomes
Communication and language development		
<p>Children have increased verbal and non-verbal communication skills and an increased vocabulary.</p> <p>Children are empowered by the ability to express themselves.</p>	<p>Children start to talk earlier and by three are able to express themselves and interact easily with adults and children through their use of language.</p> <p>Children have age-appropriate vocabulary and can use language to express their physical needs and have positive social interaction.</p> <p>Children are able to resolve conflict and understand the consequences of actions, through verbal communication.</p> <p>Children use physical contact less in response to frustration.</p> <p>Children make good progress through pre-school and are more school-ready.</p>	<p>Children have better literacy and language skills, better social skills and better school achievement.</p> <p>Children have better job prospects.</p> <p>Improved educational attainment for women positively impacts on their children.</p> <p>Children develop improved social and emotional adjustment and cognitive skills, which improves long-term success in career and in relationships.</p>

Table continued...

Short-term outcomes	Medium-term outcomes	Long-term outcomes
Social and emotional development		
<p>Fewer pre-natal families experience domestic violence.</p> <p>More infant and primary carer or parent relationships have good quality attunement.</p> <p>More 15-month olds have secure attachment.</p> <p>Fewer children are hospitalised for non-accidental injuries and accidental injuries.</p> <p>Fewer children experience abuse or neglect.</p>	<p>More toddlers have good social and emotional development, with lower levels of high aggression in pre-schoolers.</p> <p>Children have greater empathy.</p> <p>Children have higher levels of key soft skills: conscientiousness, perseverance, self-esteem, motivation, ability to pay attention, self-regulation, self-esteem, ability to defer gratification, sociability.</p> <p>More children arrive at school 'school-ready'.</p> <p>Pre-schoolers are more able to socialise.</p> <p>Parent-child relationships are improved.</p> <p>Children have an improved ability to handle stress.</p>	<p>Children have improved school behaviour and engage positively with their peers and teachers.</p> <p>Children have lower levels of aggression, crime, antisocial behaviour and violence in adulthood.</p> <p>Children have higher emotional intelligence and empathy and improved mental health.</p> <p>Children have improved educational performance and better career outcomes, which leads to a higher proportion of tax-contributing citizens and fewer tax-burden citizens.</p> <p>Children have better long-term levels of heart, liver and lung disease; diabetes; alcoholism; tobacco and drug consumption; depression, suicide and mental illness.</p>
Nutrition		
<p>Fewer pregnant women are overweight or obese.</p> <p>Breast-feeding is increased at birth, at 6 weeks and at 6 months of age.</p> <p>More parents introduce solid foods to their child after 6 months.</p> <p>Parents have improved confidence and understanding of nutritional issues.</p>	<p>Birth outcomes for children are improved and there is a reduced risk of complications in pregnancy.</p> <p>Fewer children are overweight or obese at school entry age.</p> <p>Fewer children have diabetes.</p> <p>Fewer children are bullied as a result of being overweight.</p> <p>Children have a more positive attitude towards physical exercise.</p> <p>Children have improved self-esteem.</p> <p>Fewer children have dental decay.</p>	<p>Children have improved health and well-being into adulthood.</p> <p>Breast feeding has a positive impact on the health of the mother and child, and adults who were breastfed as children have lower blood pressure, lower levels of cholesterol and lower frequency of diabetes.</p> <p>The NHS costs of dealing with life-long obesity health risks are reduced.</p> <p>Children have improved dental and general health into adulthood.</p>

Who can apply?

The lead voluntary and community sector (VCS) organisation identified in the EOI should complete the stage one application form on behalf of the area's partnership.

If your partnership is considering a different lead VCS organisation to the one identified in the EOI, you must contact us as soon as possible and before submitting the stage one application form, at abetterstart@biglotteryfund.org.uk If we agree to the change, the new lead VCS must complete the stage one application form and will be responsible for any funding awarded.

The partnership must involve relevant local VCS and public sector organisations, including the local authority children's services, local health agencies and other relevant bodies.

How much can you ask for?

You can ask for development funding of up to £400,000 (which would be in addition to any final award), to help you develop a stage two application if you are successful at stage one.

We expect to make three to five final awards, of between £30 and £50 million each, which can last up to 10 years. Individual projects within the portfolio can be delivered by both the lead organisation and members of the partnership, across a number of sites in each area.

How much is available?

Fulfilling Lives: A Better Start has up to £150 million funding available for stage two awards.

What can you apply for?

You can apply for 100 per cent of your costs, however you are more likely to be sustainable and successful in the longer term and achieve 'systems change' if you receive contributions from partners. This is something we will review at assessment. Partners would also need to pay for any statutory activities that BIG can't fund, but that are needed to make your work a success, for example training for statutory staff working with pregnant women and babies (see what we won't pay for below).

We'll pay for:

- some or all of your costs for up to ten years
- revenue and capital costs, including land or building purchase or refurbishment work
- a contribution towards the lead applicant's overheads.

But we won't pay for:

- your day-to-day running costs, current or regular activities, general appeals, endowments or activities to raise funds for your organisation
- anything you start, spend money on or agree to spend money on before we confirm our funding
- activities that are statutory obligations or will replace statutory funding, including activities on the curriculum in schools
- services that local agencies are expected or mandated to provide
- training in statutory organisations
- feasibility studies
- items that only benefit one person
- loans or interest repayments
- activities to promote religion or belief
- political activities
- travel outside the UK.

What happens when?

The key dates are:

- 7 June 2013 - Deadline for stage one applications.
- Early August 2013 - We tell you our decision on your stage one application.
 - 10 to 15 areas will be invited to apply to stage two.
 - If you are invited to apply to stage two, we'll give you a stage two application form to complete and make any development funding offers.

- August 2013 – Attend a briefing event for partnerships and key stakeholders, if invited to apply to stage two. Locations of the events will be confirmed nearer the time.
- January 2014 – Deadline for stage two applications.
- 3 to 6 March 2014 – All stage two applicants will be required to give a presentation to the decision making panel on their application during this period.
- By the end of March 2014 – We tell you our decision on your stage two application and announce the final three to five areas to be funded.

All stage one and two applications will be reviewed by a decision making panel made up of Big Lottery Fund England Committee members and experts in the field of health, education and social development.

What makes a good application?

When we assess your stage one application we'll consider the following areas:

- Need: Is the project needed?
- Outcomes: Will the project bring about the changes we are looking for?

We'll also consider the following, which will be assessed in more detail at stage two:

- Approach: Is the way the project will be delivered realistic?
- Capability: Does the organisation applying for funding have the skills, experience and resources to deliver the project?

What else do I need to know?

Development support

An external service provider(s) experienced in supporting voluntary and public sector partnerships and with knowledge of preventative approaches in pregnancy and the first years of life, will provide a package of tailored support to all areas that progress to stage two.

This support will assist areas to develop high quality, science or evidence-based strategies and plans to demonstrate new ways to design and deliver effective preventative services for expectant mothers, carers, babies and young children.

This support must be taken up by all areas that progress to stage two and will be provided during the time available to develop stage two applications. Briefing events will be held to outline details of the support that will be provided and the stage two application process.

The service provider(s) will also work with each area applying to stage two to help them develop alternative options should they not receive a final award from A Better Start.

The three to five areas that do receive a final award will also receive support from the service provider(s) for the first six months of funding, in any areas identified as needing further development and support.

We'll give you more details on the briefing events and the service provider(s) if you are invited to apply to stage two.

Development funding

The option to apply for up to £400,000 development funding will also be available to each area which progresses to stage two. This funding is to cover the costs of developing the area's strategy and plan for service re-design and also to purchase any further support required to:

- engage with the right people so that you can demonstrate how you will bring about systems change to put prevention in pregnancy and the first years of life at the heart of delivery
- secure senior level engagement and support from all the relevant agencies and leaders in the fields of health, local authorities and the voluntary and community sector
- increase understanding of preventative practice in pregnancy and early life

- engage with local people to involve them in developing your project.

Each partnership will be responsible for purchasing the additional support described above directly from an appropriate service provider, who must meet our minimum standards for knowledge, skills and experience. You can find the minimum standards on our website at www.biglotteryfund.org.uk/betterstart

Development funding should be requested at Q4.4 of the stage one application form if required. Tell us what the development funding will pay for and detail any services to be purchased (including the chosen service provider, the reason they were selected and the cost of the service).

Areas receiving development funding will be required to blog on their activities and progress during the development period to exchange ideas and good practice. More details on this will be provided to successful areas.

The development funding must be spent by March 2014.

Evaluation

We plan to evaluate Fulfilling Lives: A Better Start.

A learning and evaluation contractor will support continuous learning and improvement in the three to five areas receiving a final award and will support each area to deliver better outcomes for children by:

- identifying what works well, for whom and in what circumstances
- sharing learning and best practice across the three to five areas and
- evaluating outcomes for babies, children and families.

This learning and evaluation contractor will gather common data in each area throughout the funding period, and support each partnership to put in place appropriate evaluation plans. The final areas will therefore be required to share data and findings and cooperate with the evaluator, and attend learning events.

We also plan to carry out a cost/benefit analysis of the financial savings that might result from investing in effective preventative approaches in pregnancy and the first years of life, by reducing the costs of dealing with preventable health and social problems in later life.

Project plan and partnership agreement

If you are invited to apply to stage two, you will need to provide a project plan and draft partnership agreement with your stage two application. If you are successful at stage two, the draft partnership agreement must be approved by us and finalised prior to any funding being released. You can find guidance on what a project plan and partnership agreement should include at www.biglotteryfund.org.uk/betterstart

Please do not provide a partnership agreement or project plan with your stage one application.

Capital funding

There is no upper limit on the amount of capital funding you can request to pay for land or building purchase or refurbishment. You can also include costs to develop the capital part of the project at question 4.4.

However, if you do apply for capital funding you need to explain at question 4.3 why this is the best way to deliver the project and achieve the outcomes for A Better Start. Please also make sure that you will be able to meet our capital requirements at stage two. You can find guidance on these at www.biglotteryfund.org.uk/betterstart

How do I find out more?

For more information please visit www.biglotteryfund.org.uk, email us at abetterstart@biglotteryfund.org.uk, or join the discussion and follow the latest developments on twitter @BigLotteryFund using #abetterstart.

If you or your main contact have any particular communication needs, such as Braille, audiotape, large print, sign language or a community language, please call us on 0845 4 10 20 30 (textphone 0845 602 1659 available for those with a hearing impairment).

Part one: What will your project do?

1.1 What would you like to call your project?

Give your project a short title, something we can use in publicity.

You can write up to 40 characters (including spaces).

1.2 What does your project involve?

Summarise what you plan to do, using straightforward language.

You can write up to 2,000 characters (about 300 words).

1.3 What will you spend the money on?

Write a list or a description of what our money would pay for.

You can write up to 2,000 characters (about 300 words).

1.4 When are you planning to start and finish your project?

Make sure the dates you put fit with the key dates under What happens when? at the beginning of this form and your start date is after the date when we'll confirm our decision.

Start date (dd/mm/yyyy)

Finish date (dd/mm/yyyy)

Part two: Why is your project needed?

2.1 Why would you like to do this project?

Describe what you would like to change for the people, communities or organisations who will benefit from your project. This could be about:

- helping them make more of the strengths they already have
- tackling a problem they face or a situation affecting them
- addressing a need they have that isn't currently being met.

Make sure it's clear how your answer fits with what we want this programme to achieve. We describe this under What's it all about? at the beginning of the form.

You can write up to 2,000 characters (about 300 words).

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

Describe the evidence you've gathered from:

- the success of any previous work you've done
- research you or others have completed
- any consultation you or others doing similar work have carried out with the people who would benefit.

You can write up to 2,000 characters (about 300 words).

2.3 How will your project fit with what others are doing?

Explain how your project will:

- fill gaps in provision or enhance existing services
- increase the impact of relevant local, regional or national plans or strategies.

Make sure it's clear how your project will be additional to anything statutory bodies have an obligation to provide, as we can't fund this work.

You can write up to 2,000 characters (about 300 words).

Part three: What difference will your project make?

3.1 How will people benefit from your project?

Describe up to four changes you expect your project to bring about, using straightforward language. We call these your project outcomes.

Having more outcomes won't necessarily make your application stronger. We're also interested in other things, such as the kind of changes you're trying to bring about.

You can write up to 150 characters in each box (about 30 words)

1.
2.
3.
4.

3.2 How will you improve overall provision for the people who'll benefit from your project?

Explain how your project will join up with and enhance the services or activities run by other organisations working in the same field.

You can write up to 2,000 characters (about 300 words).

Part four: How will you carry out your project?

4.1 How will you run your project?

Explain how you'll manage your project, make decisions and know if it's going well.

You can write up to 2,000 characters (about 300 words).

4.2 How much will your project cost and how much would you like from BIG?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Only include VAT if you can't recover it from HM Revenue and Customs.
- Capital costs include buying equipment, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, travel, venue hire and volunteer expenses.

If you're asking us for all the costs make sure the total cost and amount from BIG is the same.

	Total cost (£)	Amount from BIG (£)	How many years is this for?
Capital			
Revenue			
Total			

Are the total project costs more than the amount you'd like from us?

Yes No

If you have answered yes, where will you get the other funding from and have you secured it yet? You can write up to 2,000 characters (about 300 words).

4.3 Will your project include constructing a building, altering a building, buying land, buying a building or any kind of landscaping?

Yes No (If no, go to question 4.4)

4.3.1 If your answer to 4.3 is yes, is a capital project the best way to meet the need?

Explain what other options you've considered, how you've considered them and why you think the capital project you've chosen is the best way to meet the need.

You can write up to 2,000 characters (about 300 words).

4.3.2 If your answer to 4.3 is yes, do you need planning consent, change of use approval, buildings regulations approval, listed building consent or party wall agreements?

Yes - What permissions do you need and have they already been granted. If they haven't, when will you hear a decision? You can write up to 500 characters (about 80 words).

No - How have you found out you don't need any planning or other permissions? You can write up to 500 characters (about 80 words).

4.3.3 If your answer to 4.3 is yes, do you own the land or building?

Yes (Please note we may ask for proof that you own the land or building)

No

4.3.4 If you have answered no to 4.3.3, tell us who owns the land or building. You can write up to 250 characters (about 40 words).

Do you plan to buy the land?

Yes No

If yes, what stage have you reached? You can write up to 500 characters (about 80 words).

Do you hold a lease or written permission that can't be brought to an end by the landlord?

Yes No

If yes, what stage have you reached and how long a lease do you have or plan to get? You can write up to 500 characters (about 80 words).

To find out more about our land and buildings requirements visit www.biglotteryfund.org.uk/betterstart

Are the total development costs more than the amount you'd like from us?

Yes No

If you have answered yes, where will you get the other funding from and have you secured it yet? You can write up to 2,000 characters (about 300 words).

Part five: Do you have the skills, experience and resources to run your project?

5.1 What experience do you have in running similar projects?

Provide details of your organisation's relevant experience (and the experience of any other organisations you'll be working with), what you've learned from your previous work and how this will help you with the project you'd like us to fund.

You can write up to 2,000 characters (about 300 words).

5.2 Partner organisation details

List your main partners, their relevant experience and what they will deliver as part of your project.

Organisation name	Relevant experience	Role in the project

5.3 How will the partnership operate?

Describe the processes and structures you have developed or will put in place to ensure your partnership works together well and links up more widely with other organisations.

You can write up to 2,000 characters (about 300 words).

5.4 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.
- 12 month projection because you've been running less than 15 months.

Account year ending (dd/mm/yyyy)	<input type="text"/>
Total income for the year	£ <input type="text"/>
Total expenditure for the year	£ <input type="text"/>
Surplus or deficit at the year end	£ <input type="text"/>
Total savings or reserves at the year end	£ <input type="text"/>

5.5 Where can we find your latest accounts?

- BIG already has our latest accounts.
- We're sending our accounts, or a projection if we've been running less than 15 months, with this form.

5.6 Have your accounts been independently audited?

- Yes
- No

If yes, give the name and address of your auditor

5.7 Working with children, young people or vulnerable adults

As a minimum we expect you to:

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

Does your organisation meet these requirements?

- Yes
- No

Part six: Who will benefit from your project?

Your answers help us understand who benefits from our funding but we don't use them to decide which applications are successful.

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

Yes No

If yes, which ethnic background? You can select up to three.

White

- English/Scottish/Welsh/Northern Irish/UK
- Irish
- Gypsy or Irish Traveller
- Any other white background

Mixed/Multiple ethnic groups

- Mixed ethnic background

Asian/Asian UK

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black/African/Caribbean/Black UK

- African
- Caribbean
- Any other Black/African/Caribbean background

Other ethnic group

- Arab
- Any other

6.2 Will your project mostly benefit people of a particular gender?

Yes No

If yes, which gender?

Male Female

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

Yes No

If yes, which age group? You can select up to two.

- 0 - 24 years
- 25 - 64 years
- 65 + years

6.4 Will your project mostly benefit disabled people?

Yes No

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

Yes No

If yes, which religion or belief?

- No religion
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other

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

Yes No

Part seven: Provide your details

7.1 What is the full legal name of your organisation, as shown on your governing document?

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

Yes No

What other name do you use?

7.3 What is the main or registered address for your organisation?

Flat number

Building number

Building name

Street

Town or city

Postcode

Phone number one

Phone number two or text phone

7.4 What is the main email address for your organisation?

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

7.5 Does your organisation have a website?

Yes No

What is its address?

7.6 What sector does your organisation fit into?

- Public sector
- Private sector
- Voluntary and community sector
- Other – please describe your organisation in the space below

7.7 Give any reference or registration numbers you have.

Charity Commission for England and Wales

Charity Commission for Northern Ireland (or HMRC reference number)

Office of the Scottish Charity Regulator

Companies House

Financial Services Authority

Health Authority number

School reference number

Other reference or registration number

Please give details

If your organisation is unincorporated and not registered as a charity, you'll need to send us a copy of your governing document with your application form.

7.8 When was your organisation set up?

Give the date when your organisation adopted its current legal status (dd/mm/yyyy).

7.9 What is your VAT status?

VAT registered

Not VAT registered

If you are VAT registered, what is your registration number.

7.10 Is your organisation independent, or a branch or department of a larger organisation?

Independent

Branch or department

If you are a dependant branch, please provide the name and address of the larger organisation as they may have some legal responsibility if we award you a grant. You must also send us a letter of endorsement from your parent organisation.

Name

Address

7.11 How many people are on the committee that runs your organisation?

7.12 Are there any restrictions on who can join your organisation?

Yes No

What restrictions are they and why do you have them?

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

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

Primary contact details

7.13 Who should we contact if we have questions about your application?

They must be someone who runs or works for your organisation. We need their date of birth and home address for our standard fraud prevention checks.

Title	Forenames	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth

Job title or position

Home address

Flat number

Building number

Building name

Street

Town or city

Postcode

Telephone number one* (or textphone)	Telephone number two* (or textphone)
<input type="text"/>	<input type="text"/>

At least one of these must be a landline telephone number

Email address (if applicable)	Web address (if applicable)
<input type="text"/>	<input type="text"/>

Address for correspondence, including postcode. Write 'as above' if this is the same as the organisation's registered address in question 7.3.

Flat number

Building number

Building name

Street

Town or city

Postcode

If the address for correspondence is different from the organisation's registered address in question 7.3, please tell us why.

Communication needs

Tell us about any particular communication needs your main contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

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.

Legally Responsible Contact

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

- For companies they should be a company director or the company secretary.
- 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 person we should contact if we have questions about your application. We need their date of birth and home address for our standard fraud prevention checks.

Title	Forenames	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth

Job title or position

Home address

Flat number

Building number

Building name

Street

Town or city

Postcode

Telephone number one* (or textphone)

Telephone number one* (or textphone)

*At least one of these must be a landline telephone number

Email address (if applicable)

Web address (if applicable)

Address for correspondence, including postcode. Write 'as above' if this is the same as the organisation's registered address in question 7.3.

Flat number

Building number

Building name

Street

Town or city

Postcode

If the address for correspondence is different from the organisation's registered address in question 7.3, please tell us why.

Tell us about any particular communication needs your main contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

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 you can find on our website at www.biglotteryfund.org.uk/betterstart
- you agree we may use the information you have provided for the purposes described under Data Protection below.
- 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

Name of legally responsible person

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 Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may 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.

A Better Start Further copies available from:

Email enquiries@biglotteryfund.org.uk
Phone 0845 4 10 20 30
Textphone 0845 6 02 16 59 (this is for those with a hearing impairment)
Our website www.biglotteryfund.org.uk

Accessibility

Also available upon request in other formats including large print.

Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

We care about the environment

The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources

Our mission

We are committed to bringing real improvements to communities and the lives of people most in need.

Our values

We have identified three values that underpin our work: making best use of Lottery money, using knowledge and evidence and being supportive and helpful.

You can find out more about us, our values and the funding programmes we run by visiting our website www.biglotteryfund.org.uk

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grantmaker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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