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**Our website** www.biglotteryfund.org.uk

### **Accessibility**

Also available upon request in Braille, on audio-cassette, in community languages and in large print.

### **Our equality principles**

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion.

### **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 seven values that underpin our work: fairness; accessibility; strategic focus; involving people; innovation; enabling; additional to government.

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.

Big Lottery Fund is the joint operating name of the New Opportunities Fund and the National Lottery Charities Board (which made grants under the name of Community Fund).

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# We want to invest in ideas

Thank you for requesting an application pack.

The Big Lottery Fund in Scotland wants to help groups develop their ideas. Investing In Ideas is an easy-to-access scheme that awards grants of between £500 and £10,000 to work up ideas and enable organisations to get ready to put their ideas into practice.

Our experience of funding in Scotland tells us that ideas work better in practice when groups have the opportunity to spend time and money developing them.

If you want to take your idea forward by testing it out to see if it would work, Investing In Ideas could help.

If you have an idea but need to strengthen your organisation in order to make it a reality, Investing In Ideas could help.

If you want to find out if local people would support your idea, or you want to find out how your idea has worked out elsewhere, Investing In Ideas could help.

The main aim of Investing In Ideas is to fund groups and organisations to help them design better projects by improving their skills and knowledge.

You can apply at any time.

The application form is short and simple. We will tell you if you have been successful or not within eight weeks of receipt and guidance is available for answering the questions.

Please take time to read this pack carefully. It gives information on who can apply to Investing In Ideas, what kinds of things we will fund and what happens after you send in your application.

The guidance notes in this pack and on the form will help you answer questions on the application form. If you still have any questions, you can contact our information and advice team on 0870 240 2391 or visit our website at [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

We look forward to receiving your application.

## Our investment areas

We hope your Investing In Ideas grant will help turn your idea into a workable project. At that stage you might want to come back to us and apply for funds for the project. So when you start out, your idea needs to be for something that we want to fund. This means you need to check that the idea you want to develop fits within one of the following areas.

### **Growing Community Assets**

We want to give more communities the chance to own or control assets – whether it is land, buildings, facilities or services. Our experience shows that a community which owns, controls, manages or develops its own assets is likely to be a stronger, more vibrant community.

So if your idea fits with Growing Community Assets, Investing In Ideas could pay for a building feasibility study, for example.

### **Dynamic Inclusive Communities**

We want to help communities play a fuller part in what goes on around them. We would like them to be more able to shape the policies which influence their lives. We want people to be involved in making decisions about issues that affect them in their communities. We want to encourage people to volunteer to help build stronger, more inclusive local communities. We also want to strengthen voluntary and community sector organisations so they can champion change.

So if your idea fits with Dynamic Inclusive Communities, Investing In Ideas could pay for a visit to an organisation that is already running the activity in a different part of the country, for example.

### **Life Transitions**

People face change at different stages in life – they deal with growing up, growing old, moving out and moving on. These times can be challenging. We want to support people in these transitions – particularly young people, people over 50, people making transitions in learning and employment, and people trying to move on in life – for example, out of debt, out of prison, out of supported accommodation or out of addiction.

So if your idea fits with Life Transitions, Investing In Ideas could pay for running a pilot project, for example.



# Our investment areas

## Supporting 21st Century Life

Life is changing: traditional structures and supports are disappearing; new ones are emerging. The pace of change itself can create challenges and cause problems. We want to support people to cope with the pace of change and build and enjoy better connections and relationships within families, communities, networks and across 21st century society. We will invest in projects that bring people together in different ways, for example through new technologies, and in projects that develop confidence and skills to deal with the challenges of 21st century life.

So if your idea fits with Supporting 21st Century Life, you might use an Investing In Ideas grant to pay for a survey of local people in order to find out what needs they have.

If you would like more information on any of these investment areas please go to [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

We want to give you social change for every pound spent on the National Lottery. We chose these areas to invest in because we believe they will deliver the lasting change we want to bring to Scotland. The changes we want to bring about are:

- people and communities are healthier
- people have better chances in life
- communities are safer and stronger and more able to work together to tackle inequalities
- people have better and more sustainable services and environments.

We hope your idea can help us get there.



# What can we fund?

## What can we fund?

If you have an idea for a project, which could deliver our outcomes through any of the investment areas, we may be able to help you take your idea further.

We can fund:

- community consultation
- surveys
- market research
- business planning
- feasibility studies
- company formation and training
- research and evidence gathering in relation to social issues
- capacity building for your organisation
- design schemes
- needs analysis
- skills audits of communities
- valuations
- legal assistance (with the purchase of assets)
- professional fees
- sessional fees
- specialist advice to consider the environmental impact of your project
- small pilot projects
- exchange visits in the UK to see how other projects work.

We cannot fund:

- items which only benefit an individual
- paying for staff time to write applications
- political campaigning activity
- goods or services that you buy or order before you accept our offer of grant
- activities promoting religious beliefs
- activities or services that a public organisation must provide by law
- endowments
- loan payments
- staff salaries
- any idea that has already been funded through another Lottery grant.

If there is any other way in which we can help you move forward with your idea, tell us about it in the application form.

We will only give you one grant from Investing In Ideas for each idea you want to develop. This means you need to think about everything you need to develop your idea before you apply. We will expect the work funded by the Investing In Ideas grant to be completed before you apply for funding for your overall idea. You can only have one application in assessment at any time.

Remember, your overall idea must relate to one of our investment areas and our outcomes. If you are looking for funding to develop an idea which does not relate to our investment areas, you should consider applying to Awards for All ([www.awardsforall.org](http://www.awardsforall.org)).

# Applying to Investing In Ideas

## Who can apply?

Investing In Ideas is open to a wide range of organisations and agencies. These include:

- voluntary and community organisations
- social enterprises
- charities
- public bodies such as local councils, schools, health bodies and community councils
- companies limited by guarantee.

However, we will give priority to smaller voluntary and community organisations with an income of less than £50,000, who need help to develop their ideas.

We cannot fund individuals or companies that distribute profits.

## How to apply?

Once you have read through this application pack and decided that Investing In Ideas can help you take your idea forward, you need to make your application.

You need to complete the application form contained in this pack and send us some additional information. The section “What to send with your application” below tells you about this.

You may find it helpful to get some advice. There is information on page 12 about where to get help, but you may also phone us on 0870 240 2391.

If you are a voluntary or community organisation we may contact you to ask for details of an independent referee, someone independent of your organisation but who knows its work well. If we need an independent referee, we will explain our requirements when we contact you.

## What to send with your application

The section below tells you what to send with your application. Look at each heading and decide which one applies to you. You need to send all the documents we ask you for.

### **Charity, community group, club, society or other voluntary organisation:**

- governing document
- signed annual accounts or statement of income and expenditure
- three months’ worth of recent original bank statements
- bank form.

### **Public bodies:**

- an original bank statement or a letter confirming the details of your bank account
- a letter from your chief executive or someone in an equivalent position, confirming that they support the application and that the money will be ring fenced for the purposes set out in the application form
- if a school applies, the letter should be from the head teacher and include their education department number.

# Applying to Investing In Ideas

## **Company limited by guarantee:**

- memorandum and articles of association
- signed annual accounts or statement of income and expenditure
- three months' worth of recent original bank statements
- bank form.

## **Dependent branch of another organisation:**

- parent organisation's governing document
- letter of endorsement from your parent organisation
- signed annual accounts or statement of income and expenditure
- three months' worth of recent original bank statements
- bank form.

## **What we mean by**

### **Branch of a larger organisation**

Your group may be a branch of a larger organisation. To make an application to us, you need to have:

- your own governing document or set of rules
- your own management committee who control your work
- a bank or building society in the name of your group and under your direct control
- your own yearly accounts approved by your management committee, and
- control over you own income and how you spend it.

You might not have one of these items because your group is a dependent branch. You can still apply to us, but you must enclose written support for your application from the larger organisation. Please send us this letter of support when you send in your application form.

If you are not sure about whether you are dependent, call our Information Team for advice on 0870 240 2391.

## **Governing document**

Your organisation's governing document is the document that you have adopted to specify how the organisation runs and what it intends to do. It may also be known as the constitution, set of rules, the Trust Deed or, in the case of companies, the Memorandum and Articles of Association.

A governing document should include:

- the name, aims and objectives of your organisation
- how it achieves those objectives
- how its governing body is elected or appointed
- how people can join the group
- what will happen to any assets if the group folds
- the date on which the governing document was adopted on behalf of the group.

For help with governing documents, see "Where to get help and advice" on page 12.

## **Signed Annual Accounts or statement of income and expenditure**

This should show all your income received and items of expenditure for the last year. Your financial year will be a full 12 months and can be between any period. Typically year end dates coincide with the end of calendar months.

You need to send us the most up-to-date version of this information, signed and dated by a senior member of your organisation, usually an office bearer. For further help with this, please see “Where to get help and advice” on page 12.

If your group has been running for less than one year, you will not be able to send us this information. Instead, we will ask you to send us a projection of your income and expenditure.

## **Income and expenditure projection**

Because new organisations cannot provide a set of accounts for their last year, we need to see estimates of your income and expenditure for the first 12 months. This will help us understand what size of organisation you hope to become and shows whether your organisation will be able to deliver the project. For further help with this please see “Where to get help and advice” on page 12.

## **Three months’ worth of bank statements**

You need to send us three months’ worth of original bank statements for your organisation. The most recent of these must not be more than three months old. We will make copies of these and then return the originals to you as soon as possible.

Public bodies need only send us one recent, original bank statement or a letter confirming the details of your bank account. The bank statement must not be more than three months old.

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

If your organisation uses an internet account, you need to send us print-outs of the last three months’ transactions.

If you do not send us all the information we require, we will return your application to you and this will cause a delay in deciding on your application. We can only make decisions within eight weeks on complete applications. If you are unclear on anything, please see “Where to get help and advice” on page 12.

# Applying to Investing In Ideas

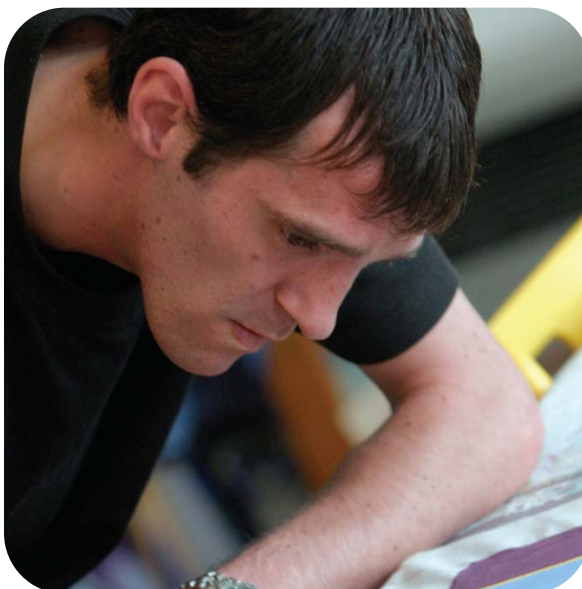
## Important

You must read, understand and accept this section before you apply to Investing In Ideas.

- ▶ All decisions on applications are final.
- ▶ You should not apply for funding for activities that are or have been grant funded by another organisation.
- ▶ Once we have paid a grant we are not committed to giving any more funding for your group.
- ▶ If you receive a grant to develop your idea, we will not necessarily give you a grant for the resulting project.
- ▶ Government policy and rules on distributing Lottery funds can change. So can the information in this booklet. We may alter our policies, processes and assessment criteria.
- ▶ Your application form may not give us all the information we need to decide on your application. We may ask for more information about your project or your organisation.
- ▶ Please do not try to influence the decision by lobbying a committee member, directly or indirectly. If you do we may reject your application.
- ▶ We may use the name of your group and its project in our own publicity material.
- ▶ We may request names and addresses of any of the management committee members at any time.

### Where to get help and advice

- local council officer (all local authorities have a Lottery contact officer)
- council for voluntary service (see our website for the address of your local CVS)
- development officer (sports, arts, community, conservation officers, for example)
- ring our Information Team on 0870 240 2391 or email [enquiries.Scotland@biglotteryfund.org.uk](mailto:enquiries.Scotland@biglotteryfund.org.uk) or visit our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)



# Applying to Investing In Ideas

## What happens when we receive your application

1. Your application will be assessed by one of our grants officers who will look to see:
  - how your group is set up and managed – by looking at your governing document
  - if the idea you are applying for funding to develop is likely to fit with one of our investment areas
  - whether the activities you are applying for funding for will meet the main aim of Investing In Ideas
  - whether the activities you are applying for funding for are value for money.

At this stage we may contact you for more information.

2. When it has been assessed your application will be scored against the following criteria:
  - the type of organisation you are
  - whether you are a new group
  - whether you have received funding from Investing In Ideas before
  - whether the funding will enhance your organisation's project development skills
  - whether you will use the funding to learn and do more about the equality issues relevant to the project
  - whether you will use the funding to learn and do more about the environmental aspects of the project.

The score that your application needs to achieve to be successful will vary depending on the number and quality of the applications we receive and the amount of money that we have available.

3. We will write to you to let you know if your application has been successful. If your application is successful we will send you an offer letter. When you have signed and returned this letter, the grant will be paid directly into your bank account.

If you are awarded a grant you will have to keep to our terms and conditions of grant. You will also have to comply with any laws affecting the way you carry out your project. If you get a grant, you must use it only for the activities you set out in the application form. You cannot give it to any other group.

You must spend the grant within one year of the date on our offer letter. You will need to complete an end of grant report and include the results of your Investing In Ideas grants, for example, a research or feasibility study.

Even if you are successful in getting a grant through Investing In Ideas, we do not guarantee that you will receive funding through any of our other programmes.

If your application is not successful, we will tell you the main reasons for this. This may help you if you decide to apply again.

# Applying to Investing In Ideas

## Information for those assisting with applications

Please note that we are aware that some businesses promote their services by telling potential customers about funding available from BIG, or in some cases by indicating that they are acting on behalf of BIG. They might also offer to assist with making the application.

BIG does not act with or endorse the services of any supplier and therefore:

- all applicants should apply directly to us. We may check that this is the case
- we will not pay any costs that are charged by agencies or consultants to make the application
- we will check at assessment that the application is good value for money.

If you are planning to make an application to Investing In Ideas and would like some help or advice, please see page 12 of these guidance notes or contact BIG in Scotland. Contact details can be found on the back cover of this application pack.

## Applicants Charter

BIG has an Applicants' Charter. This is a set of agreed standards and principles about how we work and the service we aim to provide. For a copy of the Applicants' Charter please visit our website at [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or call 0870 240 2391.

## Equality of opportunity is not an afterthought

Not only will we reject applications that do not take into account issues of equality and inclusion, but your application will be stronger if your idea actively promotes equalities and inclusion. You can get more information about what we mean by equal opportunities on our website, [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

## The environment is also important.

A good idea will not have a bad impact on the environment, but it is important to look at how your proposed activities affect the environment.

So if your idea, for example, involves a building or travel, an Investing In Ideas grant could pay for professional advice on how to design it in the most energy efficient way.

## Case studies

To help you understand how an Investing In Ideas grant could be used we have provided examples below for each of our Investment Areas of how to work up an idea. Examples are provided to illustrate the kind of activities we can fund to work up an idea. These are not real projects or people and the examples are not exhaustive. There will be a range of other ways in which you may want to use your Investing In Ideas grant.

### **Supporting 21st Century Life**

Helen is a young mother with two school age children, living on a modern estate on the outskirts of a rural town. Young families have been attracted to the town by better housing, good schools and a cleaner, safer environment.

Helen and her friends have noticed that their children are growing up in a community in which the older generation is absent.

Grandparents are mostly miles away, many of them still working in full-time jobs, and seeing their grandchildren occasionally at weekends. They feel that children are missing out on the benefits of talking to and learning from older people.

The young parents came up with an idea for a befriending project which would link up the older people who have grown up in the town and not moved away with the children of the young families who have moved into the area. Someone has heard of such a scheme and they decide to find out how it works and see if it could work in their town.

A grant from Investing in Ideas would help Helen and her friends – who are already involved in an out-of-school hours childcare project – develop their idea.

A web-search identifies three organisations in different parts of the country who run similar schemes. A grant would pay for Helen and a friend to visit each of the organisations, find out how they set up the befriending schemes and how they run them. In these discussions, they would find out what the relevant laws are, how to carry out screening processes, and how to monitor and evaluate how the project is working. A grant could also pay for a questionnaire to be printed and circulated in the village to see if there would be support for the idea. Helen could hire the village hall for a public meeting – and if the support is there for the project – set about turning their idea into reality.

### **Growing Community Assets**

Longend Community Association was set up in 1999 by local residents in response to the community's concerns about the local environment and lack of social activities in their inner-city neighbourhood. There are no public places for people to meet or for social activities and there are also a number of training projects looking for workspace. For years the association has held its meeting in its members' homes, or hired a room in a local pub if more space was needed to discuss a local issue with members of the public. Turnout is usually low and the

association thinks that a formal meeting place would encourage more people to turn up and get involved.

The association gets word that a local shop is going to become vacant. This would be an ideal place for local meeting spaces and for training projects to run from.

In a short space of time the association needs to get a professional opinion on the condition and value of the property and its potential for conversion into managed workspaces, areas for social activities and a community cafe. It needs to put together a business plan, which sets out how the centre could generate income and how much it could generate by hiring rooms to local groups and by running a café.

A grant from Investing in Ideas would pay for the professional expertise needed – a surveyor or architect to appraise the value and options for refurbishing the property and a business consultant to carry out market research and assist the group to draw up a business plan.

At the end of the process, Longend Community Association could be the proud owners of an asset which would enable them to develop a range of local activities and build a stronger community.

### Dynamic Inclusive Communities

A local council has announced plans to build a new industrial estate with office accommodation for small businesses and the infrastructure to support it – new roads, a traffic management system. In the longer term there is talk of some new houses to accommodate what the council hopes will be a growing population in an area which has lacked job opportunities.

The new estate will make use of a piece of land currently unused but providing an unofficial amenity for the local community – a green space for walking dogs, playing football or gaining access to the upper stretches of the river that runs through the town.

Local people want to get involved in some of the decisions that need to be made in developing the site and the local area in the long-term.

Someone thinks it could be a good idea to set up a community website that can gather and present the range of interests and views in the area. The website might provide local information and have discussion boards for people to share their views. They also want to run workshops over the next few years to train people in how to participate and influence decision-making processes that affect them.

However, the local community association is currently run by volunteers and they think that they might need to employ a worker to run the website and the workshops. None of

the committee members have experience of employing staff. Could Investing in Ideas help?

An application from the committee to Investing in Ideas provides the funds to buy in some professional help for the group to learn about their responsibilities if they become an employer. It also buys them some training on running meetings and writing reports. And they are able to book places on a course which explains how local government works.

With this knowledge the community association is ready to start putting their idea into practice.

### Life Transitions

**Active!** is a voluntary organisation which works with older people, helping them find opportunities to become involved in their local community. After several years of successful work, the membership is becoming older and less interested in taking up new activities. **Active!** has two part-time paid development workers who are keen to keep the project going, but recognise that it needs new ideas and new energy.

The development workers hear about the Big Lottery Fund's investment in Life Transitions, and think that it could possibly expand its own work to target people who are nearing retirement age and about to make that transition.

They draw up a plan to contact local employers, identify people getting ready to retire, and to ask them about their plans for the future – how they envisage themselves spending their new, free time, what sort of things would interest them as retirement activity, and what they feel they could contribute to the community once they had more time on their hands.

A grant from Investing in Ideas allows them to produce a good quality brochure about **Active!** and pay a local college to produce a properly structured questionnaire and analyse the results. They hire a room in a local hotel and invite the respondents to share their ideas and join in constructing an action plan for **Active!** There's even enough for a trained facilitator to run the meeting, with the support of the two development workers.

As a result **Active!** recruits new members all of whom have new ideas for active community involvement, the organisation gets a new lease of life with its new plan of action and the existing members get a new lease of life from the energy of their younger members.

