

A large, stylized graphic element consisting of a central orange triangle pointing to the right, surrounded by a white outline that forms a larger, irregular shape. The background is white with faint orange lines.

How to apply for The National
Lottery Community Fund Awards
for All in England

March 2024

Let's stop MS **together**

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Applying to the National Lottery Community Fund National Lottery, Awards for All in England

<https://www.tnlcommunityfund.org.uk/funding/programmes/national-lottery-awards-for-all-england#section-3>

If you are considering filling in an Awards for All application form for your Group, here are some hints and tips for putting in an application, help with answering the questions and what to do when you get awarded a grant for your Group's project!

Before you start your application

Information on what Awards for All grants will fund

Awards for All offers grants of between £300 and £20,000 for grassroots and community activity that aims to improve life for local people and neighbourhoods. It is a relatively simple process, doesn't have a deadline and applications can be made at any time. The project or activity must be completed within 24 months. Allow up to 16 weeks for the application to be considered, although often it is much quicker.

You don't have to have any match funding. They can fund equipment, one-off events, small capital projects, staff costs, training costs, transport, utilities/running costs or volunteer expenses.

They can't fund statutory activities, contingency costs, fundraising/profit making activities.

The project or activity doesn't need to be something new, although it would need to demonstrate an extension to existing work, perhaps covering more locations or increasing service delivery hours.

Are you eligible?

Before your Group complete an Awards for All application check with your Community Fundraiser and your Regional Development Officer (England) or Community Development Officer (Nations) that your project fits the 4 key assessment criteria below. National Lottery Awards for All has four funding priorities and you must meet at least one of these.

1. Bring people together and build strong relationships in and across communities
2. Improve the places and spaces that matter to communities
3. Enable more people to fulfil their potential by working to address issues at the earliest possible stage
4. Support people, communities and organisations facing more demands and challenges because of the cost-of-living crisis

Your project has to involve your community in the design, development and delivery

of the activities you are planning as well.

Examples of previous successful applications are available to use as a basis for your Group's application. We have had successful applications for exercise, yoga classes, art therapy classes and money advice partnerships. It's useful to look at successful applications from other Groups to see if you have a similar project which needs funding and also what sort of wording they used. Please get in touch with your Community Fundraiser if you would like to see examples such as one of the following:-

Macclesfield and District – Pilates, Yoga and Art Therapy - £9,800

Chorley and District – Tackling Social Isolation/Exercise - £9,919

Greenwich - Reducing Social Isolation - £4,500

Group finances

Awards for All look at the level of income on the Group's bank statements as part of the assessment process. For the purposes of submitting a bid National Lottery Awards for All England see MS Society Groups as being unregistered. If one Group is thinking of working with another Group/s by putting in a larger application, then please discuss this with your Regional Development Officer (England) or Community Development Officer (Nations) and Community Fundraiser before making an application.

Beginning an application

Contact your Regional Development Officer (England) or Community Development Officer (Nations) and Community Fundraiser to let them know you are submitting an application. Check with your Regional Development Officer (England) or Community Development Officer (Nations) that the service is deliverable.

Check you are eligible to apply:

Please ensure you meet the following criteria to check if you're eligible to apply for National Lottery Awards for All funding:

1. You will need to provide details of one contact from your Group who is the main contact for the project. The senior contact cannot be the same as the main contact and must be someone else in the Co-ordinating Team for example the Finance Volunteer.
 2. You are applying for an amount between £300 and £20,000 for a project that will be finished within about 24 months.
 3. Your project starts at least 16 weeks from when you plan to submit your application
 4. You produce Group annual accounts or you set up your Group less than 15 months ago and have not yet produced annual accounts.
 5. You have an MS Society bank account in your Group's name
 6. You can send a recent copy (from the last three months) of your Group's bank statement. This should be for the account you want them to pay your grant into.
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Completing the Application Form: Step by Step

Groups may wish to use a separate word document and write up your words on the project (Section 1. Your Project). You will need up to 300 words on the project, up to 150 words on how it meets one of the funding priorities and up to 200 words on involving your community. You can send this word document to your Community Fundraiser for checking or editing prior to completing the online form. If you prefer to fill in the form directly, the form must still be checked by your Community Fundraiser before the bid is submitted as a supportive measure to ensure quality and correct completion.

Your project

When your Group completes this section remember that priority is given to applications that:

Meet more than one of the <u>funding priorities</u>	Show clearly what you are trying to change and why it's needed
Clearly show who will benefit	Shows how you will know you've achieved it
That show you've involved the local community - MS community (and local professionals if appropriate)	Have not funded you before
That you have a smaller annual income	Are for smaller projects, although Groups applying together in partnership may result in a stronger application

1. Your project

What is the name of your project? *Fill in details (for example Multiple Sclerosis Exercise Project)*

Where will your project take place? *If your project covers more than one area please tell us where most of it will take place.*

East and West Midlands

- *Derbyshire*
 - *Herefordshire*
 - *Leicestershire*
 - *Lincolnshire (except North and North East Lincolnshire)*
 - *Northamptonshire*
 - *Nottinghamshire*
 - *Rutland*
 - *Shropshire*
 - *Staffordshire*
 - *Warwickshire*
 - *West Midlands*
 - *Worcestershire*
-

London, South East and East of England

- *Bedfordshire*
- *Berkshire*
- *Buckinghamshire*
- *Cambridgeshire*
- *East Sussex*
- *Essex*
- *Greater London*
- *Hampshire*
- *Hertfordshire*
- *Kent*
- *Norfolk*
- *Oxfordshire*
- *Peterborough*
- *Suffolk*
- *Surrey*
- *West Sussex*
- *the Isle of Wight*

North East & Cumbria

- *Cleveland*
- *County Durham*
- *Cumbria*
- *Darlington*
- *Middlesbrough*
- *Northumberland*
- *Stockton on Tees*
- *Tyne and Wear*

North West

- *Cheshire*
- *Greater Manchester*
- *Lancashire*
- *Merseyside*

South West

- *Bath and North East Somerset*
 - *Bournemouth*
 - *Bristol*
 - *Cornwall*
 - *Devon*
 - *Dorset*
 - *Gloucestershire*
 - *Isles of Scilly*
 - *North Somerset*
 - *Plymouth*
 - *Poole*
 - *Somerset*
-

- *South Gloucestershire*
- *Swindon*
- *Torbay*
- *Wiltshire*

Yorkshire and Humber

- *North Yorkshire*
- *South Yorkshire*
- *West Yorkshire*
- *Humber*

Tell us all the locations the project will run in? *(In your own words list all the locations if more than the above)*

What is the postcode of where your project will take place? *If your project will take place across different locations, please use the postcode of the building or address where most of the project will take place. You must provide the full postcode).*

Tell us when you'd like to get the money if you're awarded funding? *This can be an estimate, at least 16 weeks from the date you submit your application.*

When will you spend the money by? *You have up to 24 months after being awarded to spend the money.*

What would you like to do? *Here are some ideas of what to tell us about your project:*

- *What you would like to do*
- *What difference your project will make*
- *Who will benefit from it*
- *How long you expect to run it for. This can be an estimate*
- *How you'll make sure people know about it*
- *How you plan to learn from it and use this learning to shape future projects*
- *Is it something new, or are you continuing something that has worked well previously? We fund both types of projects.*

You can write between 50 and 300 words for this section. *(Don't forget that previous successful Group applications are available for your Group to base your application on and support is available from your Regional Development Officer (England) or Community Development Officer (Nations) and Community Fundraiser).*

How does your project meet our funding priorities? *The four priorities are:*

- 1. bring people together to build strong relationships in and across communities*
- 2. improve the places and spaces that matter to communities*
- 3. help more people to reach their potential, by supporting them at the earliest possible stage*
- 4. support people, communities and organisations facing more demands and challenges because of the cost-of-living crisis.*

You can write between 50 and 150 words for this section.

How does your project involve your community? *What do we mean by community?*

1. *People living in the same area*
2. *People who have similar interests or life experiences, but might not live in the same area*
3. *Even though schools can be at the heart of a community - we'll only fund schools that also benefit the communities around them.*

We believe that people understand what's needed in their communities better than anyone. Tell us how your community came up with the idea for your project. We want to know how many people you've spoken to, and how they'll be involved in the development and delivery of the project.

Here are some examples of how you could be involving your community:

- *Having regular chats with community members, in person or on social media*
- *Including community members on your board or committee*
- *Regular surveys*
- *Setting up steering groups.*
- *Running open days*

You can write between 50 and 200 words for this section.

List the costs you would like us to fund. *You should use budget headings, rather than a detailed list of items. For example, if you're applying for pens, pencils, paper and envelopes, using 'office supplies' is fine. Please enter whole numbers only. Please note you can only have a maximum of 10 rows.*

Tell us the total cost of your project. *This is the cost of everything related to your project, even things you aren't asking us to fund. For example, if you are asking us for £8,000 and you are getting £10,000 from another funder to cover additional costs, then your total project cost is £18,000. If you are asking us for £8,000 and there are no other costs then your total project cost is £8,000.*

2. Your organisation

What is the full legal name of your organisation? *This would be MS Society [Insert Group name] Group.*

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

When was your organisation set up? *This is the date your group was set up.*

What is your organisation's postcode? *Use the address shown on your bank statements.*

What type of organisation are you? *It is very important to pick 'Unregistered voluntary or community organisation' here.*

Companies House number, Charity registration number, Department for Education number? *Leave these blank.*

What is your accounting year end date? *For example, 31, 03*

What is your total income for the year? *Use whole numbers only, like 12000.*

3. Senior Contact

This is the person legally responsible for the funding from your Coordinating Group like your Finance Volunteer. They cannot be married to, in a civil partnership with, in a long term relationship with, living with, or related to the main contact or through a long term partner. This must be different to the main contact.

What is the role of the senior contact? *Because you selected 'unregistered voluntary organisation' you can select chair, vice chair, secretary or treasurer here.*

First Name (in full) *This cannot be shortened, initials or a nickname.*

Last Name

What is the senior contact's date of birth? *They need this for an identity check. For example, 30 03 1980*

What is your senior contact's postcode and address?

The senior contact's email address? *They use this to get in touch about the project.*

The senior contact's telephone number? *Again, they use this to get in touch about the project.*

Does the senior contact have any additional communication needs? *E.g. if they need in a specific language or format.*

4. Main Contact

This will be the first person we contact if we need to discuss your project from your Coordinating Team who is leading the project. This must be different to the Senior Contact.

First name (in full)

Last Name

DOB?

Postcode?

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

Their postcode at their previous address

Email address

Telephone number

Any additional communication needs

5. Bank Details

Tell us the name of your organisation as it appears on your bank statement? *Not the name of your bank.*

Sort Code *the group's sort code eg 123456*

Account Number *the group's account number eg 12345678*

Upload a bank statement.

Please ensure that you have attached a copy of a bank statement from within the last three months. This should be for the account you want them to pay your grant into if you are successful.

It must be in the name of your organisation, and must also show your organisation's address, sort code and account number.

This could either be a scan or a photograph of the paper copy you receive. Or if you bank online an electronic copy, but it must show all information required by Awards for all.

Help is available https://www.tnlcommunityfund.org.uk/media/documents/awards-for-all/bank-statement-graphic/BLF18_055_Bank-statement-graphic-4-29.03.19.pdf?mtime=20190404072929

6. Terms and conditions

In order to submit your application, you will need to agree to all the terms and conditions.

7. Equity, Diversity and Inclusion (EDI) monitoring information

They want to hear more about the demographic of people who will benefit from your project.

Is your project aimed at a specific group of people or is it open to everyone? *As your projects will be aimed at supporting people with MS, then your project is aimed at a specific group.*

Who is your project for? *Select one category*

Which community is your project for? *Select one category*

Which faith community is your project for? *Select one category if possible*

Which group of people who emigrate is your project for? *Select one category if possible*

Which group of disabled people is your project for? *Select one category if possible*

What age group is your project for? *Select one category if possible*

Which LGBTQ+ community is your project for? *Select one category if possible*

What additional EDI information would you like to include about the people your project supports? *You can provide more info here about the local MS Community*

When you have completed the form

Please send your email login details to your [Community Fundraiser](#). You should send your login separately to your password. Please use a password that isn't personal to you – for your own data security. Your Community Fundraiser will then be your critical friend and ensure it has been filled in correctly and it has been checked for quality as a supportive measure. Please kindly leave a week for checking in case alterations are required. Once it has been checked, you will be advised that you are ready to submit the bid.

After your application has been submitted

Records of completed applications will be kept centrally and their outcomes noted. Please also keep a copy of the completed application for our own use. If your application is successful, it can be used to help other MS Groups who want similar projects funded.

Preparing for a call from assessors

If your Group's application is shortlisted the assessor may arrange to call the main contact to get further information about the project. You may want to be prepared to add more background to the answers in Section 1, Your Idea.

They might ask:

Why the Group is the right organisation to deliver this project or activity?

How does the Group know there is a need for the project or activity?

Why you feel this is the right project?

The costings are right?

How will the Group know if the project or activity has been successful?

How does it involve your local community?

What to do if your application is successful

Monitoring and Evaluation

If your project is funded, huge congratulations! Speak to your Finance Volunteer in the Group to make sure that all the costs for the project are recorded and any receipts connected with the project kept separately. Let your Regional Development Officer (England) or Community Development Officer (Nations) and [Community Fundraiser](#) know when your interim/final report needs to be done. If they are not done, it could have an effect on other applications which are made to Awards for All. All final reports

should be sent to the Regional Development Officer (England) or Community Development Officer (Nations) and Community Fundraiser so that these projects can be marked off as completed.

Monitoring and evaluation needs a very light touch with short feedback form. The monitoring/evaluation is for the Group to show if their project has achieved what they wanted it to. There may be an interim report and there will always be a final report which are required. Examples of these are giving a different experience, involving new people, providing new activities, achieving a diversification of core activities, being innovative and involving new people.

As part of the evaluation you will need to count people taking part and who has MS because you need to show the changes which will be made as a result of the application. For e.g. 15 new people have benefited from the exercise class.

Record how many unique people attended as Awards for All are funding the change the project has made and may want to know how many people used your service.

Keep track of numbers but please follow our data protection rules <https://volunteers.mssociety.org.uk/data-protection-basics>. Whilst the evaluation can be informal, the changes need to be tracked so that any monitoring and evaluation is easy when it comes to doing it.

We're the MS Society.

Our community is here for you through the highs, lows and everything in between.
We understand what life's like with MS.

Together, we are strong enough to stop MS.

www.mssociety.org.uk

Contact us

MS National Centre 020 8438 0700
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