



Awards for All Application form

The questions in this application form allow us to gather the information we need to decide whether to fund your project. There is additional guidance next to specific questions.

Please write clearly in black ink or type.

If you make any mistakes, please cross through these but do not use correction fluid.

We review our application form and guidance notes from time to time, so if you have had them for more than three months please contact us or visit our website to check that you have the most up to date versions. If you send us an old form, we may be unable to consider it and we will send you a new one to complete. This form should be used with the guidance notes we published in November 2007.

Supported by



About your organisation

Unique Reference Number (office use only)

Q1 About your organisation

Name of your organisation as it appears on your governing document or set of rules.

Address of organisation (this may be where the organisation is based or where activities take place), including full postcode.

<input type="text"/>	
<input type="text"/>	
Postcode	

Website

When did your organisation start? month/year

<input type="text"/>	<input type="text"/>
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Please tell us what type of organisation you are by ticking the relevant box and filling in any relevant boxes.

School

Type of school

DCSF number

Health body

Type of health body

Registered charity

Charity number

Company

Company number

Parish or town council

Community group/society

Other

Please specify

If you are a branch or related to a larger organisation, please tell us which one. Further guidance may be found on page ten of the guidance notes (branch guidance).

Q2 Main contact for this application

This must be someone from your organisation who can talk about your project and can be contacted during normal office hours. This person must also sign the checklist on page 17.

Title

First name

Surname

Position in organisation

Home address including postcode. If you are applying on behalf of a statutory body, please provide your business address including postcode (if different from address in Q1).

<input type="text"/>	
<input type="text"/>	
Postcode	

Date of birth

Email address

Phone number Day

Evening

At least one of these should be a landline telephone number.

About the project or activities you are planning

Contact address – where all correspondence will be sent to (if different from the main contact's address).

Postcode

If you have any particular communication needs, tell us what they are.

Textphone Sign language Other language (please specify)

Other

Q3 What is the name of your project?

Q4 When are you planning your project to take place?

Start date (month/year) End date (month/year)

Is your start date fixed? or flexible?

Q5 What project or activities will take place if you receive a grant?

Q6 Explain how you know that people in your community want this project. What evidence have you collected?

Remember that it will take up to eight weeks for us to give you a decision if we have all the information we need. Remember that the project must be completed within 12 months of any award.

Be specific about what you will do and how you will do it.

Tell us how you identified the need for your project.

About the project or activities you are planning

An estimate is fine if you cannot be exact but please give a figure.

Using the figure from Q7, estimate how many people fit each group.

Q7 How many people do you expect to benefit directly from your project or activity?

Q8 What ages are the people who you hope to benefit through your project?

0-24 25-64 65+ All Ages

Q9 What, if any, safety issues are related to your project or activity? If your project is working with children, young people under the age of 18, or with vulnerable adults, how will they be kept safe and do staff and volunteers have Criminal Records Bureau clearance?

These could relate to participants, organisers and the general public. If your project works with children, you MUST have a child protection policy.

Please tick and fill in the boxes if your organisation has any of the following:

Public liability insurance

Other insurance (specify)

Child Protection Policy and procedures in place

Leaders' qualifications

Affiliated governing body

Your governing body reference

About the project or activities you are planning

Q10 Tell us how your project will meet one or more of the aims of Awards for All.

Extend access and participation by encouraging more people to become actively involved in local groups and projects, and by supporting activities that aim to be open and accessible to everyone who wishes to take part.

Increase skill and creativity by supporting activities which help to develop people and organisations, encourage talent and raise standards.

Improve the quality of life by supporting local projects that improve people's opportunities, health, welfare, environment or local facilities.

Your answer is important as it will let us see if your project meets one or more of our aims and will help us to decide whether to give you a grant.

To be considered for a grant your project must meet at least one of these aims. The more aims you meet, the higher we will score your application.

We may contact you to clarify how your project meets these three aims.

About the project or activities you are planning

Q13 What contribution, if any, are you making towards this project?

This might be in cash or in kind, such as volunteer time or donations other than money, for example, equipment.

Q14 Provide the following details from your most recent annual accounts:

Account year ending: Day/Month/Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (gross) income	£	<input type="text"/>	
Total expenditure	£	<input type="text"/>	
Balance at year end	£	<input type="text"/>	
Savings (reserves, cash, investments)	£	<input type="text"/>	

If your savings are more than your annual expenditure, what are they for?

Q15 Tell us if your organisation has applied for a Lottery grant before.

Lottery funder	Reference number	Successful?		Amount awarded
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>

All organisations (including schools) that have run for more than 15 months must complete this question. If you have been running for less than 15 months, do not complete this but remember to send us a financial projection for the year when you will spend the grant.

This relates to any Lottery grant scheme and not just Awards for All. Continue on a separate sheet if necessary.

Q16 Tell us if your organisation has received a grant from another source before.

Funder	Reference number	Amount awarded
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Q17 How many people are involved in running your organisation?

Governing body Volunteers Other

You must have at least three unrelated people on your governing body.

Q18 Would you describe more than one third of the people running your organisation as any of the following (tick all boxes that apply):

People with disabilities
 Young people (25 or under)
 Older people (60+)
 Women and girls
 People of minority ethnic origin

Additional information about the people who will benefit from your project

Please note that this information is being gathered for monitoring purposes only and will not be used to assess your application.

Complete this question to the best of your knowledge.

A1 Where do most of the beneficiaries live?

Name of town, city or village

Local authority area

A2 Is your project directed at, or of particular relevance to, a particular group of people?

Yes

No

If you have answered 'No', please go to question A3. If you have answered 'Yes', indicate the people who will benefit from your project, ticking up to three categories.

Disadvantaged people living in rural areas

Unemployed people

Disadvantaged people living in urban areas

Disabled people

People on low income

Women & girls

Refugees and asylum seekers

Other

Please use the Other box if there is a better description of the people you are targeting.

A3 Is your project directed at, or of particular relevance to, people from a specific ethnic background?

Yes

No

If you have answered 'No', please go to question A4. If you have answered 'Yes', indicate the ethnic background of the people who will benefit from your project, ticking up to three categories.

White

Mixed

**Asian or
Asian British**

**Black or
Black British**

**Chinese or
other ethnic
group**

British

Mixed ethnic

Indian

Caribbean

Chinese

Irish

background

Pakistani

African

Other ethnic

Other

Bangladeshi

Other black

group

Other Asian

There is no need to put specific numbers.

A4 Is your project directed at, or of particular relevance to, people of a specific gender?

Yes

No

If 'Yes', please tick

Male

Female

A5 Is your project directed at, or of particular relevance to, people with disabilities?

Yes

No

Your independent referee

Q19 Independent referee (not required of statutory bodies)

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer	Occupation	
<input type="text"/>	<input type="text"/>	
Job title	Email	
<input type="text"/>	<input type="text"/>	
Membership of a professional body	Membership number	
<input type="text"/>	<input type="text"/>	
Date of birth		
<input type="text"/>		
Business address		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode	

Phone number Day Evening

How long have you known the organisation? Years Months

How do you know the organisation that is applying?

If the project involves working with children, young people under the age of 18 or with vulnerable adults tick this box to confirm that you have Criminal Records Bureau clearance and up to date child protection training.

I know this organisation and I support this request for funding. I am willing to be contacted to discuss this application and also comment on any grant awarded.

Signed Date

If you are a voluntary or community sector organisation, you must provide us with details of an independent referee. Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but know its work well and know about the project for which you are requesting funds. We require the referee to provide their full name, business address and date of birth. We realise that the date of birth may not seem important but it is an essential anti-fraud check and we will not consider your application without it. All information provided will be kept in accordance with our data protection policies.

Your senior contact(s)

We require each signatory to this form to provide their full name, home address (business address if signing on behalf of a statutory body) and date of birth for fraud prevention and detection purposes. We realise that the date of birth may not seem important but it is an essential anti-fraud check and we will not consider your application without it.

This should be the chair, secretary, treasurer, head teacher, chief executive or director. This must not be the same person as named in Question 2.

Q20 Senior contact and signatory to grant agreement

Title First name Surname

Position in organisation

Date of birth Email

Home address including full postcode (business address if signing on behalf of a statutory body).

<input type="text"/>
<input type="text"/>
Postcode

Telephone Day Evening

Address for correspondence including full postcode if different from above.

<input type="text"/>
<input type="text"/>
Postcode

The senior contact MUST sign the grant agreement on page 16.

If you are a company, another director or the company secretary must complete this section and also sign the grant agreement.

Q21 (For companies only) Second senior contact and second signatory to the grant agreement

Title First name Surname

Position in organisation

Date of birth Email

Home address including full postcode (business address if signing on behalf of a statutory body).

<input type="text"/>
<input type="text"/>
Postcode

Telephone Day Evening

Address for correspondence including full postcode if different from above.

<input type="text"/>
<input type="text"/>
Postcode

The second senior contact MUST also sign the grant agreement on page 16.

Data Protection and Freedom of Information

Data Protection Act

We will use the information you give us on the application form and supporting documents during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.

We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other Lottery distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention and detection of fraud.

We might use the data you provide for our own research. 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 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.

Declaration

We will take your signatures on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

Grant agreement

The senior contact(s) must sign this grant agreement at the end.

Definitions

"We" and "our" refer to the organisation receiving the grant bound by these terms and conditions. "You" and "your" means the National Heritage Memorial Fund (Heritage Lottery Fund), Big Lottery Fund, Sport England and Arts Council England being Lottery distribution bodies working through the Awards for All (England) Joint Scheme, together being the funders of this grant.

The "project" means the project that you are giving us the grant for as set out in our application form and any supporting documents.

The "grant agreement" includes and incorporates these standard terms and conditions and the grant award letter.

1 In general

- 1.1** We will only use the grant for the purpose which we set out in our application form. We will hold any unused part of the grant on trust for you at all times, and we will repay any grant (including any unused grant) to you immediately upon demand.
- 1.2** During the period of the grant we will act in a fair and open manner without distinction as to race, religion, age or disability, and in compliance with relevant legislation.
- 1.3** We will make sure that all current and future members of our governing body or our executive team, if we are a statutory organisation, receive a copy of these terms and conditions while the grant agreement remains in force.

2 The project

- 2.1** We will get your written agreement before making any change to the project.
- 2.2** We will start the project within three months of the date of the grant agreement, or if it is delayed, write to you giving reasons for the delay and asking for an extension.
- 2.3** We agree to make satisfactory progress with the project and complete it within one year of the grant award.
- 2.4** We will not use the grant to pay for any spending commitments we have made before the date of the grant agreement.
- 2.5** We will tell you of any offer of funding for the project from anyone else at any time during the project.
- 2.6** If we spend less than the whole grant on the project, we will return the unspent amount to you promptly. If the grant part-funds the project, we will return the appropriate share of the unspent amount to you.
- 2.7** We will acknowledge the grant publicly as appropriate and as practical. We will follow your branding and publicity guidelines at all times. We will acknowledge your support in any published documents that refer to the project, including job advertisements, accounts and public annual reports, or in written or spoken public presentations about the project.

Grant agreement

- 2.8** We hereby consent to any publicity about the grant and the project as you may from time to time require. You can carry out any forms of publicity and marketing to promote the award of the grant as you see fit. We agree to do whatever you reasonably require in order to assist with any form of publicity and marketing, including any press or media related activities.
- 2.9** We will tell you promptly about any changes to information we have provided and will make sure that the information you hold is always true and up to date.
- 2.10** In our management of all personal information we will meet the requirements of the Data Protection Act 1998. We will tell you immediately if any of our key contacts or people whose salaries are funded by the grant change.
- 2.11** We agree to meet all laws regulating the way we operate, the work we carry out, the staff we employ or the goods we buy. We will ensure that we have an equal opportunities policy and if our project involves work with children, young people or other vulnerable groups we will also have a protection policy to help us comply with all relevant laws and good practice throughout the period of the grant agreement. We will obtain all approvals and licences and any profile checks required by law or by you.
- 2.12** If we are a charity, we will register with the Charity Commission if our income goes over their minimum exemption figure.
- 2.13** We will maintain adequate insurance at all times and if asked, will supply copies of confirmation to you. This includes employee and public liability insurance and insurance that covers the full replacement value of any assets you have funded.

3 Our organisation

- 3.1** We will get your written agreement before:
- Changing our governing document, (unless we are a statutory organisation) concerning our aims, payments to members and members of our governing body, the sharing out of our assets (whether our organisation is dissolved or not), or the admission of any new members; or
- Transferring our assets to, or merging or amalgamating with, any other body, including a company set up by us.
- 3.2** We will write to you as soon as possible if any legal claims are made or threatened against us and/or which would adversely affect the project during the period of the grant (including any claims made against members of our governing body or staff concerning the organisation).
- 3.3** We will tell you in writing as soon as possible of any investigation concerning our organisation, trustees, directors, employees or volunteers carried out by the Police, the Charity Commission, HM Revenue & Customs, or any other regulatory body.
- 3.4** We will be available for meetings with you and allow full and free access to our records however and wherever held and to any of our offices or buildings to you, or those acting for you or to the National Audit Office.
- 3.5** We will let you know if our governing body falls below three members and will increase it to at least three as soon as possible.

Grant agreement

4 VAT

4.1 We acknowledge that the grant is not consideration for any taxable supply for VAT purposes by us to you. We understand your obligation does not extend to paying us any amounts in respect of VAT in addition to the grant and that the grant made by you is inclusive of VAT.

5 Our annual report and accounts

5.1 We will acknowledge your grant in our annual reports and accounts covering the period of the project.

5.2 We will show your grant and related expenditure as a restricted fund under the description "A4A Grant" in our organisations annual accounts. If we have more than one restricted fund, or, as a statutory authority, cannot show restricted funds in our accounts, we will include a note to the accounts identifying each restricted fund separately. If we have more than one grant from you, we will record each grant separately in the notes to the accounts. We will identify unspent funds and assets in respect of the grant separately in our accounting records.

5.3 We will keep proper and up to date accounts and records for at least seven years after the termination of our grant, including summary profit and loss accounts and management accounts, personnel and payroll records and invoices, which show how the grant has been used. We will make these financial records available to you upon request.

5.4 We will report regularly and fully to all members of our governing body on the financial position of our organisation.

6 Monitoring

6.1 We will monitor the progress of the project.

6.2 We will send you any further information you may ask for about the project or about our organisation, and its activities, the number of jobs created by the project, the number of users and other beneficiaries and such other information you may require from time to time. You may use this information to monitor the project and evaluate your grants programmes.

6.3 We will fill in a final report on the project using the form you send us.

6.4 We will tell you immediately in writing of anything that significantly delays, threatens or makes unlikely the project's completion.

6.5 We will tell you immediately if there is to be any variation to or decrease in the project outcomes.

7 Grants for Salaries

7.1 We will ensure that we have proper employment policies and procedures in place at all times. We will pay attention to equalities in the recruitment and selection process and the need to ensure an appropriate balance of staff in our organisation.

7.2 Where the grant is for a salary of a new post, we will advertise the vacancy externally, using appropriate media (including media that could attract people from disadvantaged groups). We must keep the job description, advertisement, a list of the publications where we placed the advertisements and a copy of the letter of appointment and send them to you if you ask for them.

Grant agreement

7.3 We will maintain all main financial records including personnel and payroll records for staff funded by you for seven years after the grant has ended. We will complete all statutory returns for employees and make all relevant payments to cover their pensions and salary deductions, such as income tax and National Insurance contributions.

8 Grants for Assets and Services

8.1 If any part of the grant is to buy a capital item, series of capital items, such as equipment or other items, or particular services we will keep all receipts and invoices over £250 for you to look at for seven years after the grant award.

8.2 We will keep all assets funded by the grant safely and in good repair and will make sure we have adequate insurance cover for all of them. Any loss resulting from payments made for assets before delivery will be our responsibility. If the asset is damaged, destroyed or stolen, we must tell you in writing and we must repair or replace it.

9 Length of Grant Agreement

9.1 These terms and conditions and the grant agreement remain in force for whichever of these is the longest time:

- ▶ For two years following the date of payment of the grant.
- ▶ As long as any part of the grant remains unspent.
- ▶ The expiry of the maximum period required under the grant for asset monitoring.
- ▶ As long as we do not carry out any of the terms and conditions of the grant agreement, including any of your reporting requirements or any breach of them continues (this includes any outstanding reporting on grant expenditure or project delivery).

10 We understand that

10.1 You can only guarantee the grant as long as funds from the National Lottery are available and you continue to operate.

10.2 We accept that you may share information about our grant with any parties of your choice as well as with members of the public who make a request for information under the Freedom of Information Act 2000. Details of the project may be broadcast on television, on your website, in newspapers and through other media.

10.3 You will not increase the grant if we spend more than the agreed budget.

10.4 You may want to investigate any matters concerning the grant (or any other grants you have given to us) at any time while the grant agreement is in force. We understand that you accept no liability for any consequences, whether direct or indirect, that comes about from any investigation even if the investigation finds no cause for concern.

10.5 You may demand repayment of all or part of the grant at your absolute discretion in any of the following circumstances if:

- ▶ We fail to meet any of these terms and conditions, or the terms and conditions attached to any other grants from you for which a grant agreement is still in force.
- ▶ We completed the application form dishonestly or significantly incorrectly or misleadingly.
- ▶ We or any other person or organisation operating for us gave you any significantly misleading or inaccurate information, whether deliberate or accidental, during the application process, or during the period of the grant agreement.

Grant agreement

- ▶ If at any time while the grant agreement is in force, in the opinion of the Fund acting reasonably, any event occurs in relation to the project or to our organisation which is likely to have a material adverse effect on the Fund's reputation as a custodian and distributor of publicly generated funds and/or as a Government sponsored body.
- ▶ Members of our governing body, volunteers or staff act at any time during the project dishonestly or negligently or in any way, directly or indirectly, to our detriment or to the detriment of our organisation or the project or to the detriment of your reputation.
- ▶ Our organisation, members of our governing body, employees or volunteers are subject to an investigation or formal enquiry by the Police, the Charity Commission, HM Revenue & Customs, or other regulatory body.
- ▶ We receive duplicate funding from any other source for the same or any part of the project.
- ▶ We do not take positive steps to ensure equal opportunities in our own employment practices and the delivery of and access to our services.
- ▶ There is a significant change of purpose, ownership or recipient, either during the project or within a reasonable period after its completion, so that you judge that the grant is unlikely to fulfil the purpose for which you made it.
- ▶ At any stage of the application process or during the period of the grant agreement we do not let you have information that would affect your decision to award, continue or withdraw all or part of the grant.
- ▶ We are or become legally ineligible to hold the grant.
- ▶ If you have reasonable grounds to believe that it is necessary to protect public money.

10.6 We acknowledge that the grant comes from public funds and we will not use the grant in a way that constitutes State aid. In the event that it is deemed to be State aid, then we will repay the entire grant immediately.

10.7 You may assign any of your rights under the grant agreement to any other or successor body.

10.8 No other body with which we are working, except for those with which we have entered into an agreement, authorised by you, has any claims on you under these terms and conditions.

11 Additional conditions

11.1 You have the right to impose additional terms and conditions on the grant if:

- ▶ We are in breach of the grant agreement;
- ▶ You withdraw any part of the funding for the project;
- ▶ You judge that members of our governing body, volunteers or staff or any person or organisation closely involved in carrying out the project act in a way that may have a detrimental effect on the project or on your reputation as a distributor of public money or as a Government sponsored body;
- ▶ If you have reasonable grounds to believe that it is necessary to protect public money and/or
- ▶ You believe such conditions are necessary or desirable to make sure that the project is delivered as set out in our application or following any agreed changes.

Grant agreement

IMPORTANT – This must be the person(s) named in question(s) 20 (and 21)

Declaration

We confirm that the organisation named in question 1 of this application form has authorised me to sign this agreement on their behalf.

We certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

We understand that any offer of grant will be subject to terms and conditions and we confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.

We have not altered or deleted the original wording and structure of this application form as it was originally provided or added to it in any way.

We understand that you require each signatory to this form to provide their full name, home address (unless signing on behalf of a statutory body) and date of birth for fraud prevention and detection purposes.

Senior Contact

Name

Position in organisation

Signed

Date

Second Senior Contact (for companies only)

Name

Position in organisation

Signed

Date

Awards for All Application Form

Finishing your application	Voluntary or community organisation, registered charity or company limited by guarantee	Parish or town council	School	Health body
This checklist will help you make sure that you are sending us a complete application. Please note: if you do not send all the information we require, we will not process your application. We will ask you for the missing information and it will take longer for you to get a decision from us.				
Tick the boxes to confirm that:				
you have answered all the questions on the application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the main contact named in question 2 has signed the declaration below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a senior contact from your organisation (not the main contact from question 2) has signed the grant agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the independent referee has signed question 19 on the application form	<input type="checkbox"/>	N/A	N/A	N/A
all contacts (including the referee) have provided their dates of birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
you have made a copy of this application for your records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AND that you have enclosed:				
a copy of your governing document, signed and dated by a senior member of your governing body	<input type="checkbox"/>	N/A	N/A	N/A
a copy of your latest signed annual accounts, or 12 months financial projections	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
three months' recent and original bank statements and photocopies of these statements, or if you have a building society account, photocopies of the pages from your passbook stamped and signed by the branch as 'true copies of the original'	<input type="checkbox"/>	N/A	N/A	N/A
a letter from your chief executive confirming that they are aware of the application and supportive of it	N/A	N/A	N/A	<input type="checkbox"/>
an original bank statement and a photocopy of it, or for schools and health bodies, a letter as described in page eight of the guidance notes	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the completed bank/building society account details form that has been stamped and signed by your bank or building society	<input type="checkbox"/>	N/A	N/A	N/A
AND if you are a company limited by guarantee				
a second senior contact has completed question 21 and signed the grant agreement	<input type="checkbox"/>	N/A	N/A	N/A
AND if you are a dependent branch				
a senior contact from your parent organisation has signed a letter of endorsement and the terms and conditions of grant	<input type="checkbox"/>	N/A	N/A	N/A

All supporting documents must have the same name as the applicant organisation in question one.

If you are applying on a disk you must also send a signed copy of the application form and all relevant enclosures, including the disk.

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct and that the relevant information has been sent to you. I understand that you may ask for additional information at any stage of the application process.

Signature of main contact
named in question 2

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank or building society account details form

This form is required from all organisations except for schools, health bodies, parish or town councils. **You must send us this form, completed and stamped, with your application. Guidance notes are overleaf**

Section A (for completion by the applicant organisation)

Name of Bank or building society you hold an account with

Account name (for example Jack and Jill pre-school)

Bank or building society account number

Sort Code

Building society roll number

What postal address does the bank or building society have on record for this account?

How many people have to sign each cheque or withdrawal from the account?

Date account was opened
Day/Month/Year

Please give details of all the people who can sign cheques or withdrawals from this account. Continue on a separate sheet if necessary (which must be stamped by the bank or building society). If any of these signatories are related or live at the same address we will require written confirmation from the bank or building society that these signatories cannot authorise payments together.

Full name

Position in organisation

Date of birth

Signature

Home address (incl. postcode)

Full name

Position in organisation

Date of birth

Signature

Home address (incl. postcode)

We authorise the above bank or building society to verify the details given on this form. We understand that the bank or building society may make a charge for doing this and agree to accept that charge.

Section B (for completion by your bank or building society)

To: The Manager, Applicant's bank/building society: Please check the above details. If they are correct, stamp and complete the declaration below and return this form to the account holder for submission with their grant application for funding.

I confirm that the account named above exists and is active and that the details given are correct.

Name

Position in bank/building society

Date

Signed

Official bank/building society stamp (please also record the bank/building society address if not on your official stamp)

For banks or building societies that do not use an official bank stamp :

We do not use an official bank stamp and have attached confirmation of the bank or building society account in section A, in a form that is in line with our own internal procedures.

Please tick this box and attach your bank or building society account verification

Guidance Notes

- ▶ All applicant organisations except schools, health bodies, parish and town councils must complete this form and send it in with their completed application.
- ▶ As this form is an essential part of your application, we will not be able to process your application without it.
- ▶ Sections A and B must be fully completed before you send your application to us otherwise we will have to return it to you, which will cause delays in processing your application.
- ▶ Awards for All will only consider applications from organisations whose account requires a minimum of two signatories for any cheque or withdrawal.
- ▶ You will need to send in three consecutive months' worth of original bank statements with the most recent being no older than three months. We need these to verify your account details and we will send them back to you as soon as possible. If you receive quarterly statements, then we will only require one to be submitted.
- ▶ If your organisation has recently been established and does not have three months' bank statements, you should send us all available statements and an original letter from your bank or building society showing your account details and when the account was opened.
- ▶ If your organisation has a passbook account, you will need to send us photocopies of the pages that show the account name and number, as well as the last three months' worth of transactions. You will need to ask your branch to stamp and sign each of the photocopied sheets as "true copies of the original".
- ▶ If your organisation has an Internet account, you will need to send us print outs of the last three months' transactions.