

Scotland

Our Place  
Guidance notes



## **Our Place Scotland Guidance Notes**

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### **Accessibility**

Please contact us to discuss any specific communications needs you may have.

### **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 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.

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# Contents

<u>About the Big Lottery Fund</u>	<u>4</u>
<u>Summary of the Our Place programme</u>	<u>4</u>
<u>Our Place areas</u>	<u>4</u>
<u>Our Place programme outcomes</u>	<u>4</u>
<u>Development support</u>	<u>4</u>
<u>How much will we fund?</u>	<u>4</u>
<u>Developing a vision for your community</u>	<u>5</u>
<u>Choosing a package of projects</u>	<u>5</u>
<u>Who can apply?</u>	<u>6</u>
<u>What can we fund?</u>	<u>6</u>
<u>Our Place application process</u>	<u>10</u>
<u>Application process flowchart</u>	<u>11</u>

# The Our Place programme

## About the Big Lottery Fund

The Big Lottery Fund is responsible for giving out half the money raised by the National Lottery for good causes. You can find out more about us by visiting our website at [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or calling our advice line on 0870 240 2391. You can also email us at [enquiries.scotland@biglotteryfund.org.uk](mailto:enquiries.scotland@biglotteryfund.org.uk) If you have a hearing impairment you can contact us using a textphone on 0141 242 1500.

## Summary of the Our Place programme

The Our Place programme aims to help five communities in need, where the Big Lottery Fund wants to invest more money.

We would like each community to come together through the Our Place programme to develop a shared vision for its future. We are offering grants between £10,000 and £1 million to provide long-term support to help realise those visions.

This is a new approach from the Big Lottery Fund to funding in Scotland which we hope will make a real difference in areas with high levels of need.

## Our Place areas

For Our Place at least 75 per cent of your project beneficiaries must live in one of the following communities:

- Bellsmyre, West Dunbartonshire
- Moorpark, Renfrewshire
- Newmains, North Lanarkshire
- Roystonhill, Glasgow
- Greenock Town Centre and East, Inverclyde

We selected these areas by comparing levels of need across Scotland against the amount of funding awarded through our Investing in Communities programme and identified areas which had benefited least.

## Our Place programme outcomes

Outcomes are the changes we would like to see taking place as a result of our funding. For Our Place we have three programme outcomes.

- ▶ Local areas better identify their needs and have a shared vision for the future.
- ▶ Local organisations have increased capacity to develop and run projects which make a difference.
- ▶ Local people have services and facilities that meet their needs and matter to them.

You must show how your project meets at least one of these outcomes to be considered for a grant.

## Development support

We are investing in development support for Our Place so that communities and organisations in the targeted areas get the best possible chance to make effective applications, which meet their needs and reflect the outcomes we would like to invest in. This support will come from an external development support provider contracted by the Big Lottery Fund to work with groups in the Our Place communities.

It is the development support provider's role to help people to get involved in Our Place and support communities to prioritise what they need in their area. They will also help local organisations to set up ways to work together effectively, for example by setting up and facilitating regular meetings or a steering group and helping a community to agree how it will take decisions. They will also support individual groups to develop fundable Our Place applications.

## How much will we fund?

Through Our Place we have committed a total grant budget of up to £8.5 million, with a **minimum** of £1 million for each of the five communities. The final spread of this funding will depend on the number and quality of the applications we receive in each area.

The **minimum** grant size for individual applications is £10,000. The **maximum** grant size is £1 million, and only exceptionally more than £1 million. If you wish to apply for more than £1 million you should discuss this with the development support provider before you apply and get the Big Lottery Fund's approval in writing to continue with the application.

## Developing a vision for your community

Through a series of meetings with the development support provider and other groups in your area, you will create a vision for your community. This vision will be



based on the needs you identify and how you will bring people together to meet those needs. Please refer to our additional guidance on the vision statement, which is available from [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or by calling our enquiries line on 0870 240 2391. Your community must agree on a package of projects that will help deliver this vision. This package of projects must meet at least two of the three Our Place programme outcomes.

We would like you to tell us about the difference your project will make and how this will contribute to your community vision. You should also tell us who your project will help and how they will benefit.

## Choosing a package of projects

For this programme we are looking for communities to identify a package of projects for their area that will help to deliver the community's vision statement. The package should be made up of individual projects (we expect there to be no more than 20 projects in each package) that must each fit with the vision statement. Taken together these projects should collectively meet the needs identified in the community.

The development support provider will help groups with developing their ideas and coming up with a set of projects that together best meet their community's needs. They will work with communities to agree the best way to take decisions on what projects to include in the package and all organisations which have projects in the package must sign a joint covering letter which states their commitment to working together to meet the vision statement. This could be through meeting regularly to share progress and findings and to revisit the vision statement.

Each application is the responsibility of the individual organisation applying for funding and the Big Lottery Fund will assess these on an individual basis. The Big Lottery Fund may also decide not to fund all projects in a package.

## Who can apply?

A range of organisations can apply to Our Place, including voluntary and community organisations, local authorities and community councils, social enterprises and private companies (provided our grants do not contribute to the profits they distribute). We cannot fund individuals or sole traders.

Unless you are a statutory body your organisation must also be able to meet the following requirements:

- ▶ You must have a written governing document, for example a constitution, set of rules or trust deed unless you are a registered charity and/or company.
- ▶ There must be at least three unrelated people on your organisation's governing body or management committee.
- ▶ You must have a bank or building society account in the name of your group which requires two unrelated signatories to make withdrawals.
- ▶ You must be able to provide your most recent approved annual accounts, signed and dated by your chair, secretary or treasurer, and by your auditor or independent examiner where appropriate. The accounts should be no more than 12 months old. If you are a new organisation you must send us signed and dated estimates of your income and spending for the first year of the grant.

Statutory bodies will be required to complete a bank details form if awarded funds.

If you are a branch of a larger organisation you may be eligible to apply if the larger organisation supports your application in writing.

## What can we fund?

We will pay for all the eligible costs of the project you want us to fund. These can include revenue, land and buildings (capital) costs and overheads. The following lists give you an idea of the type of spending that we can and cannot pay for. They are not exhaustive and when we assess your application we may want to discuss this in detail, or include and exclude some items.

If you are applying for a project involving land and buildings (capital grant) you must have security of tenure (heritable or leasehold) of the land and buildings where the capital project will take place.

The form of tenure we require you to hold depends on the total amount of capital grant we award your project as follows:

- ▶ **Grants up to £100,000:** you own the premises OR have a lease which cannot be brought to an end by the landlord for at least five years.
- ▶ **Grants of more than £100,000 and less than £350,000:** you own the premises OR have an assignable lease of at least 10 years without a break clause.
- ▶ **Grants of £350,000 and up to £5 million:** you own the premises OR have an assignable lease of at least 20 years without a break clause.

The minimum number of years remaining on the lease is calculated from either the date you buy the land and buildings or the date of the practical completion of the building work whichever is the latest.

Please also refer to our Land and Building Application Guidance notes and checklists, which are available from [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or by calling our enquiries line on 0870 240 2391.

### Direct revenue and capital costs

By direct revenue and capital costs we mean the costs of employees, volunteers, equipment, space or services used only in the project.

Eligible revenue expenditure includes:	Ineligible revenue expenditure includes:
<ul style="list-style-type: none"> <li>● salaries of project workers, including any extra costs, such as pensions and National Insurance for the project</li> <li>● salaries of management staff who only supervise project staff, including any extra costs, such as pensions and National Insurance for the project</li> <li>● recruitment of staff who will work on the project</li> <li>● expenses of project staff and volunteers, including travel, accommodation, phone bills and stationery</li> <li>● support costs for people participating in the project such as childcare, care of other dependants, or travel</li> <li>● rent, heating, lighting, maintenance and insurance for office space and buildings only used for this project</li> <li>● training of staff and volunteers working on the project</li> <li>● monitoring and evaluation of the project</li> <li>● fundraising for continuing the project after our grant is over</li> <li>● marketing and publicity for the project</li> <li>● website infrastructure, including increasing the capacity of the central server and interconnection costs</li> <li>● software</li> <li>● website content design and development (including the use of consultants or designers)</li> <li>● professional and legal fees for the project, associated with revenue expenditure on the project.</li> </ul>	<ul style="list-style-type: none"> <li>● costs incurred or expenditure committed before you accept our grant offer</li> <li>● any costs which are solely for the benefit of people living outside an Our Place area</li> <li>● any costs which someone else is paying for, whether in cash or in kind</li> <li>● items that only benefit an individual and are not needed to meet the project outcomes</li> <li>● travel outside the UK (unless the activity can be shown to offer as good value for money as the equivalent in the UK)</li> <li>● funds to build up a reserve or surplus</li> <li>● loan repayments</li> <li>● contributions to general appeals.</li> </ul>

Eligible capital expenditure includes:	Ineligible capital expenditure includes:
<ul style="list-style-type: none"> <li>● building and engineering works (new build, extension, refurbishment, modernisation or conversion) required for delivering the project</li> <li>● plant and equipment necessary for running the project</li> <li>● purchase of land, buildings, equipment or fixtures and fittings that are linked to the land or building</li> <li>● transport that is necessary for delivering the project</li> <li>● professional and legal fees associated with capital spending on the project.</li> </ul>	<ul style="list-style-type: none"> <li>● costs incurred or spending committed before you accept our grant offer</li> <li>● any costs which someone else is paying for, whether in cash or in kind</li> <li>● routine repairs and maintenance</li> <li>● general improvements to public areas unless they are essential to the overall project</li> <li>● any equipment which is not essential to the project.</li> </ul>



### Overheads

Overheads are the costs which are necessary for your organisation to operate, but do not relate specifically to one project. Typically they include overall management, administration and support and premises costs that relate to the whole organisation.

We can make a reasonable contribution towards the overheads of running your organisation as a whole. We expect our contribution towards the overheads to be calculated on a full cost recovery basis. In the application form you are required to explain how you have worked this out.

We provide a detailed guide to full cost recovery, along with a spreadsheet to assist you in calculating your overheads, which is available from [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or by calling our enquiries line on 0870 240 2391.

Eligible overheads include:	Ineligible overheads include:
<ul style="list-style-type: none"> <li>● salaries of human resources, finance, IT and other staff supporting the project (for example, running payroll and servicing computers used by the project)</li> <li>● salaries of staff, including managers, working on the project, but not exclusively</li> <li>● salaries of senior management overseeing the project</li> <li>● meetings of the trustees or management committee</li> <li>● audit and other legal fees associated with running your organisation</li> <li>● rent, heating, lighting, maintenance and insurance for office space your project requires or shares with other projects</li> <li>● rent, heating, lighting, maintenance and insurance for office space used by staff who run your project</li> <li>● professional fees associated with strategic planning</li> <li>● fundraising for the organisation</li> <li>● training staff</li> <li>● networking and attendance at conferences or partnership work that benefits the project you want us to fund.</li> </ul>	<ul style="list-style-type: none"> <li>● costs incurred or expenditure committed before we make you a grant</li> <li>● any costs which someone else is paying for, whether in cash or in kind</li> <li>● any costs not related to specific outcomes such as contribution to reserves</li> <li>● notional costs and costs that will never be incurred.</li> </ul>



**Create a vision for your  
community, bringing people  
together to meet those needs**



# The application process

## Our Place application process

The application process for Our Place is in two stages. The first stage involves completing a short application form telling us about your project. You can also include a request for development funding if you need it without having to fill in another form. Development funding of between £500 and £10,000 for revenue projects and between £500 and £50,000 for capital projects is available to help you turn your ideas into a well-planned project. This could include costs to consult with local people or carry out a needs analysis, business planning, professional fees (architects and quantity surveyors) or feasibility studies. You can only receive development funding if we invite you to proceed to stage two.

**Stage one** applications must be received by **1 November 2010**. The stage one application form allows us to decide if your project can proceed to stage two.

The Scotland Committee will decide which organisations can proceed to **stage two** and be awarded development funding, by the **end of January 2011**.

Organisations that proceed to **stage two** will then have six months to develop their applications and to use their development funding (if awarded). The Big Lottery Fund and the development support provider will provide support for this. **Stage two** applications must be received by **1 August 2011**. Applications at both stages will be assessed according to the following criteria:

- ▶ The proposed project outcomes meet an identified need and help achieve the programme outcomes.
- ▶ The organisation can deliver the project well and achieve the proposed outcomes.

We may need to contact you to discuss your application.

If you are successful at **stage two** you will have six months to start your grant and make the first payment claim. You will also receive extra help from the development support provider. In addition, you will be given a grants officer to help you manage your grant.

If you have any queries about how to apply please contact your development support provider in the first instance. If you have any further question please call us on 0870 240 2391 or email [enquiries.scotland@biglotteryfund.org.uk](mailto:enquiries.scotland@biglotteryfund.org.uk)  
If you have a hearing impairment you can contact us using a textphone on 0141 242 1500.



## Application process flowchart



