

Round four - England

Stage one application form



Delivered by Big Lottery Fund on behalf of UK Government and the Devolved Administrations in Northern Ireland, Scotland and Wales

About this form

This application form is for organisations wishing to apply to the Coastal Communities Fund (CCF) in England. Please read the Round four guidance notes on the CCF website before completing this form.

Please complete this form in **full**. If you don't complete all of the questions, your application will not be considered for funding from CCF.

Filling in the form

Make sure you've saved the form to your own computer before you start to fill it in. Type directly into the form. Don't copy and paste from another document as it may cause formatting problems. For example, a bullet point list could cause you to go over the character limit for a question without realising it.

Sending us your stage one application

You can only submit your completed application form by email. Please do not send attachments with your application, unless we have specifically asked for them (see the checklist at the end of this form) as these will not be considered as part of your application.

Please send your application by email to:

ccfengland@biglotteryfund.org.uk (for projects in England)

Include 'Coastal Communities Fund application - England' and the name of your organisation in the email subject header. Please keep a copy of everything you send us.

Deadline for applications

For Round four of CCF in England we will not consider applications received after **midday 30 June 2016**.

Contacting us

If you are not sure how to answer any questions in this form, we will be happy to help. Please email us at ccf@biglotteryfund.org.uk or call us on 0345 4 10 20 30. Please refer first to the Round four guidance notes on the [CCF website](#).

Part one: What will your project do?

1. What would you like to call your project?

Give your project a short title, something we can use in publicity. You can write up to 70 characters (including spaces).

Kimberley Park Community Stage, Falmouth

2. What is the aim of your project?

The aim is a brief statement of the overall purpose of your project. Try to keep your answer to one or two sentences. The aim should help focus everything that you plan to do and explain the changes your project will bring about to deliver the economic outcomes (i.e. job opportunities) you have identified.

Example: “We aim to improve a coastal path through upgrading, re-routing and improving signage. The project will benefit 20 local businesses and create 32 jobs.”

To build a permanent Community stage with sail covering that will be the venue for our Parklive Music Festival events and for community plays, performances and celebrations.

3. What does your project involve?

Summarise what you plan to do and the activities CCF funding will pay for. You can write up to 2,000 characters (about 300 words).

Falmouth Town Council has worked closely over a number of years with the local community radio station Source FM to develop the Parklive free summer season music events in Kimberley Park, using a temporary scaffold stage. This has restricted the versatility of the performance area (and therefore the nature of the performances), and limited the availability of the stage to the main season. The Town Council has determined to provide a permanent structure which will be more versatile, covered, and available all-year-round, for Parklive events, community use, and use by other promoters as appropriate. CCF funding is sought for groundworks, stage construction, sail covering and electrical fit-out.

4. When are you planning to start and finish your project?

Make sure your dates fit with CCF timescales detailed in Part seven of the guidance notes and that your start date is after the date when we'll confirm our decision. The start date for revenue projects should be when the first member of staff starts work on the project. The start date for capital projects should be when the contractor commences site set-up. The finish date should be the date when you finish spending the CCF funding. Please note that all CCF funding must be spent by 31 December 2019.

Start date (dd/mm/yyyy) Finish date (dd/mm/yyyy)

03/04/2017

29/05/2017

5. Where will your project take place?

Give the location of the places where your project will happen.

- If your project will take place at (or be run from) a single location, enter its postcode, put 100 per cent and select it as the main location.
- If your project will take place at (or be run from) a number of locations, list the main five and estimate a percentage for each one.
- If the location doesn't have a postcode, use one for a nearby building.

Please make sure you have selected a main location for this project and that totals add up to 100 per cent. You can enter up to five locations in the table. If there are more than this select the top five.

Building name (or number) and street	Postcode	% per location	Main location
Kimberley Park, Kinmberley Park Road	TR11 2JJ	100	

6. In which local authority ward(s) will your project activities take place?

Falmouth Smithick

7. In which local authority area is your coastal community?

Cornwall

8. In which region will your project be delivered?

Please tick the relevant box(es).

East Midlands

East of England

London

North East

North West

South East

South West

West Midlands

Yorkshire and Humber

1.9 Are you applying as a Coastal Community Team (CCT)?

Yes

No

If yes, please give the name of your CCT.

1.10 If you are a Coastal Community Team, please provide the name of an appropriate and constituted accountable body that has agreed to take responsibility for the funding and project delivery if your application is successful.

Please provide the details of this organisation when completing Part six of the application form.

1.11 If you answered no to question 1.9, is your project located in a Coastal Community Team area? Please see the [Coastal Communities Alliance](#) website for details of Coastal Community Teams (CCTs).

Yes

No

If yes, please give the name of the CCT and enclose a letter of support for your project from the CCT, or tell us why this is not appropriate for your bid.

Falmouth Area CCT - letter of support attached.

Part two: Why do you want to do this?

1. Tell us how you know that your project will deliver job and economic growth opportunities.

Tell us:

- How and where you have identified a market opportunity and how your project will address this.
- What planning, preparation consultation or research you have done to support your findings, including with the local community. You can write up to 3,000 characters (about 450 words).

The remarkable heritage and setting of Falmouth gives it a very special character that supports the 'offer' of the town to visitors and residents as a place to visit, shop, do business and enjoy leisure time. The partnership of local government and local business in the town has taken this up as a market opportunity by establishing Falmouth Festivals Ltd which supports an exciting programme of events that have brought helped put Falmouth 'on the map' nationally, attracting significant visitor numbers and providing an economic boost to the town. The annual programme embodied in this 'Festival Culture' include the Falmouth Oyster Festival, the Falmouth Spring Festival and the Sea Shanty Festival, the Parklive music events (held in Kimberley Prk), Fal River Festival, the Falmouth Classics Regatta, Falmouth Week, and many smaller events and festivals. Measures to support this growing sector of activity are priorities in the FACCT Economic Plan. These include actions to put the sequence of annual festivals and events on a sound financial and organisational footing, and to provide open and accessible infrastructure for activity.

The Kimberley Park Community Stage project is can help to deliver on these priorities. Set back a few minute's walk from the town centre and sea-front amongst Victorian and early 20th century housing, the Park provides 7 acres of 'green oasis' enjoyed by visitors and the local community alike, and has potential to offer more that will help improve the prosperity and well-being of the area. Recently a lottery funded children's play area was provided, and the park has become the venue of "Parklive Festival", an annual series of 6 musical weekends between April and September, held using a temporary 'scaffold stage'. This has restricted the versatility of the performance area (and therefore the nature of the performances) , and limited the availability of the stage to the main season. The provision of a permanent stage with a sail covering, available for these and other community based events, would enable extended and improved use of the Park as a community and visitor venue, aiding the sustainability of Falmouth's festival programme.

So far a design has been commissioned using a local architect, planning consent has been obtained (see Cornwall Council Online Planning Register, Application No PA14/05187 dated 29/7/14), and work has commenced on structural calculations, full construction drawings and supporting schedules. A prototype sail covering design has also been commissioned, whilst electrical and other specifications have been set. The stage construction will commence in April 2017 with the aim for it to be ready by June 2017.

Community engegement has been through the Town Council's partnerhship with community radio station Source FM, and the Kimberley Park Association (ocal residents and park users when planning, organising and de-briefing on the Parklive events. No objections were lodged against the planning application.

2. Tell us how your project will help to deliver local economic plans and contribute to the CCF England priorities.

Tell us:

- How your project links to and addresses local economic plans or strategies such as those delivered by Coastal Community Teams (CCTs), or Local Enterprise Partnership (LEPs)/ Local Authorities in areas where there are no CCTs.
- How your project will contribute to the CCF England priorities.
- How your project is connected to other work in your community.

You can read about the CCF England priorities in Part three of the guidance notes where there are also links to CCT and LEP plans and contact details. You can write up to 3,500 characters (about 600 words).

The Falmouth Area Coastal Community Team Economic Plan (1st Review) recognises the importance of festivals in supporting the 'offer' of Falmouth to visitors and residents as a place to visit, shop, do business and enjoy leisure time, and notes that measures to support this growing sector of activity will be important to help exploit the economic growth opportunities that are embodied within the overall Plan. Therefore, the Plan identifies actions, as a priority, to put the sequence of annual festivals and events onto a sound financial and organisational footing, and to ensure that the infrastructure to support the 'festival culture' is adequate and in sound condition. It specifically mentions the Kimberley Park Community Stage as project for support.

The Cornwall Local Economic Partnership Economic Plan includes creating 'conditions for growth' as a strategic aim, and within this specifically mentions 'creating community capacity and resilience' and 'Growth in the economic contribution of the social enterprise, voluntary and community sectors'. It is argued that this project, involving partnership with a social enterprise radio station, and providing opportunities for community based performance that will attract both residents and visitors, links well to these aims.

Turning to CCF priorities, this project will assist in the Falmouth Festivals programme which is achieving increasing success in developing a 'brand' and 'offer' for Falmouth that is nationally recognised and has been a factor in attracting cruise ship visits to the town. Festivals are also particularly effective in extending the tourism season into the shoulder months. Through its innovative design the Community Stage will enhance the appeal of Kimberley Park, a public place of increasingly visited by residents and tourists (see: <https://www.falmouth.co.uk/attractions/kimberley-park/>) making the performance space available throughout the year.

2.3 Tell us about your organisation, any partners you plan to work with and your proposed approach.

Tell us:

- The skills and expertise of your organisation, and that of any partners, in delivering projects of a similar nature and scale.
- Tell us how this is likely to lead to a successfully delivered project.

You can write up to 3,000 characters (about 450 words).

Falmouth Town Council was formed in 1974 from the historic Falmouth Borough Council. Falmouth received its Order of Charter in 1661. It is currently comprised of sixteen Councillors (four represent the Boslowick Ward, three each for the Arwenack, Penwerris, Smithick and Trescobeas). Each of whom serve a four year term of office.

The Town Council is very active and has developed its expertise in a range of areas. It currently runs two allotment sites, is trustee and manager of Kimberley Park, manages several parks and gardens including play areas, Trescobeas Park, an all-weather pitch and a recreation area. The beach clean service, all local public conveniences, external Youth Services, and the Christmas lighting and entertainment programme fall within its remit. It also acts as the local burial authority. The Town Council runs the renowned Art Gallery, manages the Moor Piazza including a weekly street market, operates the Town Management Service which in partnership with Falmouth BID forms the Falmouth Town Team, responsible for the promotion and development of business and tourism in the town centre. It also runs the town shuttle-bus service linking key town centre locations with the railway station, and provides most of the town's bus shelters. The Council is also supporting the production of a Community Neighbourhood Plan.

The Town Council have ambitious plans to maximize the benefits of localism and devolution for the local community. Having taken on public conveniences, and management of the town Library and 'One Stop shop' from Cornwall Council, the Town Council is now planning to take over the former Head PO building adjacent to the Municipal Building to provide a work hub, new offices and meeting rooms, whilst dedicating the municipal building to become a transformed Gallery and library in accordance with its emerging Cultural Strategy. It also directly supports many initiatives around the town with expertise and advice.

As a result of this activity the Town Council have developed a strong team knowledgeable in project development, delivery and subsequent management, very capable of delivering the Kimberley Community Stage Project. Looking forward, the Council has committed to supporting other initiatives in the FACCT Economic Plan by acquiring additional delivery capacity.

2.4 How are local people, businesses and community organisations involved in your project?

Tell us:

- How your project is connected to other work or projects within your community.
- How the project will build on the strengths of people, businesses and other assets in the area and how you will ensure that your project is embedded within the local community.

You can write up to 3,000 characters (about 450 words).

The Community Stage Project is closely connected with the Falmouth Festivals movement and many events that take place on it will benefit from the promotional activity associated with that, ensuring a high level of awareness and community use. As well as the Parklive event, the stage will be available for community based and school productions, and ceremonial events such as the annual Armistice Day service.

The project is being brought forward by the Town Council in support of its partnership with community radio station Source FM, with the specific aim of supporting 'Parklive' and other events. This station has a 10km transmission area and around 18,000 online listeners, so reaches many local listeners. Source FM organise 'Parklive'. This is a series of 6 free live-music and performance events from inside Kimberley Park on a regular Sunday afternoon, throughout the spring and summer each year. Attendance at the events is usually around 500, occasionally more. With the new stage it is estimated that attendance will raise above 1000 for each day, ie an increase of 3000. The new stage will be a key part of the showcasing of the creative talent living in the Falmouth area. The event is a community-centred, open and accessible activity for local families, residents and visitors to attend, providing activities such as the 'Acoustic Music and Storytelling Tent', 'Circus Skills', 'Theatrical Performances' and 'Art Workshops'. Sponsorship comes from Falmouth Town council, Townsend Accommodation, Falmouth University, Feast, cornishfoodmarket.co.uk, Great Shakes, Miss Peapods. (see:<http://parklive.rocks/index.html>).

Consequently the Community Stage will be embedded in the minds of local community through an exciting successful event series, plus being available to schools and community groups for an extended period of the year. It is estimated that this will generate an additional 3000 users.

Part three: What difference will your project make?

1. How will your coastal community benefit from your project?

Describe the difference you expect your project to make to the people, communities or organisations who will benefit from it and how your project demonstrates environmental sustainability in its approach to delivering its intended outcomes. See Part three of the guidance notes for links to further information on environmental best practice.

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

As described above, the Community Stage will help sustain the Parklive Festival, and provide a venue for other community events, involving gatherings which will have a beneficial impact on community cohesiveness and the enrichment of lives, attracting up to 6000 additional park users. It will also provide opportunities for local firms to raise their profile and market to local people and visitors.

In terms of demonstrating environmental sustainability, the project will aim to meet the sustainability objectives set out in the FACCT Economic Plan by making maximum use of sustainably and ethically sourced materials from local sources, maintaining and enhancing the quality and distinctiveness of the local landscape through a innovative design which is sensitive to the urban parkland surroundings, and minimising energy use.

2. Tell us how your project will directly or indirectly create new jobs or safeguard existing jobs.

Tell us also about the types, timing and sustainability of the jobs.

How will the economic benefits be sustained after the funding has finished?

Please see the **CCF guidance on measuring economic outcomes** on the [CCF website](#) for definitions of direct and indirect jobs. You can write up to 2,000 characters (about 300 words).

It is very difficult to forecast the job creation value of a community stage as its not directly employment space. However it may be anticipated that in the immediate term the spend on the project (£75,000) will have an impact through multiplier effects, whilst in the longer term additional sales opportunities for sponsoring local buisnessess will also have some impact. Potentially the opportunity offered to up-and-coming acts and bands may lead to employment prospects of those involved.

3. How many full time equivalent (FTE) jobs will be created or safeguarded as a result of this project?

Please see the **CCF guidance on measuring economic outcomes** on the [CCF website](#) for an explanation of what we mean by direct, indirect and safeguarded jobs.

1	direct jobs (FTE)
0	indirect jobs (FTE)
0	safeguarded jobs

Please quantify any other employment outcomes such as apprenticeships, training places

or construction jobs.

Assumes 1 job per £75,000 construction spend.

Part four: Capital projects involving land/buildings/construction only

Only complete this section if your project involves land, buildings or construction-related work with capital costs of over £100,000.

How developed is your capital project?

Please note that we would expect projects that can be delivered within CCF programme timescales to have secured all consents and title prior to the stage two application deadline. We expect that projects should have submitted a planning application before applying at stage one, in order to be able to meet CCF timescales and requirements at stage two. See Part six of the guidance notes for further information.

1. Planning approval

Does your capital project require planning permission (including any Listed Building and/or Conservation Area consents)?

If yes, tick the relevant box below:

You have obtained planning permission (if so please attach a copy to your stage one application)

You have applied for planning permission but are yet to have it granted

You are yet to apply for planning permission but you have consulted with your local planning authority

You are yet to consult your local planning authority

What is the name of your local planning authority?

What is the date of the planning committee that will consider your application?

What is your planning application number?

2. Does your project require any other consents (e.g. Marine Licence, Crown Estate Consent, Harbour Authority Permissions, etc)?

Yes No

If yes, please provide evidence of your negotiations in securing these consents and state the timetable for decision making, below. You can write up to 1,000 characters (about 150 words).

3. Do elements of your project involve works to improve protection against flooding, coastal erosion or to improve bathing water quality?

Yes No

If yes, does the relevant Flood Risk/Coastal Erosion Risk Management Authority (such as the Environment Agency or Coastal Protection Authority) support the proposal? Please provide a brief description to support your response. You can write up to 1,000 characters (about 150 words).

4. Does your project require the acquisition or lease of land/property?

Yes No

If yes, please provide evidence of your negotiations and state the timetable for securing title, below. Please note that projects are required to have secured a valid title prior to the stage two application deadline (or have a legally-binding contract that the purchase/lease will be completed within one month if an offer of CCF funding is made). Please see CCF capital grant terms and conditions on [our website](#) for the duration of lease required. You can write up to 1,000 characters (about 150 words).

5. Does your project require building regulations full plans approval?

Yes No If you are in receipt of this please enclose a copy.

6. Does your project have a programme/timetable showing key activities and dates, for example: gaining statutory consents, tendering, appointing contractors, start on site and construction completion dates.

Yes No If this is available, please enclose a copy.

7. Do you have a cash flow for your project showing when you would draw down a CCF award if successful? (Note that capital grant is paid monthly on evidence of expenditure.)

Yes No If this is available, please enclose a copy.

8. Tell us if there are any other constraints that would prevent your project starting on site within six months of an offer of funding, and completing CCF spend by December 2019.

You can write up to 1,000 characters (about 150 words).

Part five: How much will your project cost?

1. How much will your project cost and how much would you like from CCF?

You can apply for funding of over £50,000. There is no upper limit. See the guidance notes on the [CCF website](#) for details of the funding available in England.

Funding is only available for projects where CCF funding can be fully spent by 31 December 2019.

See Part four of the guidance notes for more information on what we may or may not fund.

- In total project cost, include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Only include VAT if you can't recover it from HM Revenue and Customs.
- **Revenue costs** include things like salaries, training, travel, venue hire, volunteer expenses, monitoring and evaluation. Include any overheads you want us to fund in your revenue costs. Guidance on how to calculate your organisation's overheads can be found in the [full cost recovery](#) section of our website.
- **Capital costs** include things like purchase or lease of land, buildings, equipment or vehicles, construction, refurbishment, survey costs and related professional and statutory fees.

If you're asking us for all the costs make sure the total project cost and amount from CCF are the same.

	Total project cost (£)	Amount from CCF (£)
Revenue		£0.00
Capital	£75,000.00	£65,000.00
Total	£75,000.00	£65,000.00

2. Annual project spending

We need to know when you expect to spend funding from CCF and funding from other sources. Once we agree the spend profile for your grant, there is no guarantee that any slippage from one financial year to another can be accommodated and you may lose any grant which you have not spent within the relevant financial year. Any project spending falling beyond the CCF spend deadline 31 December 2019 will need to be funded from other sources.

Please show the proposed project spending by financial year in the table below. Financial years run from 1 April to 31 March.

	2017/18	2018/19	2019/20 (to 31 Dec 2019)	Spend from January 2020	Total
CCF revenu	£0.00	£0.00	£0.00	£0.00	£0.00
CCF capital	£65,000.00	£0.00	£0.00	£0.00	£60,000.00
Other fundin	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£60,000.00	£0.00	£0.00	£0.00	

3. Are the total project costs more than the amount you'd like from CCF?

Yes No

If yes, where will you get the other funding from and have you secured it yet? For any funding not yet secured, please state the expected decision dates. Please note that where these dates fall beyond the stage two application deadline (see Part seven of the guidance notes) we cannot consider your project for CCF.

Tell us here if the other funding will be used for project activity beyond 31 December 2019. If so, what is the completion date for the overall project? You can write up to 1,000 characters (about 150 words).

Falmouth Town Council Own sources are covering some professional fees and fit out with equipment.

When the project is completed Falmouth Town Council will be responsible for ongoing revenue costs.

4. We need to know whether funding your organisation would be classed as State Aid.

State Aid is a specific legal term arising from the European Union treaty which constitutes financial aid to organisations carrying out economic activity (whether or not for profit) which could distort competition. See Part four of the guidance notes for more information.

Please give details of:

- any specialist legal advice you've received about how State Aid legislation impacts on your project
- how our funding would affect your competitive or financial position in relation to other organisations providing similar goods or services
- the amount of funding you've received in the last three years that was classed as State Aid.

For more information about State Aid visit www.gov.uk/state-aid

Applicants must complete this question. Failure to comply with State Aid rules may mean we cannot award funding. If a project is in breach of State Aid rules then the funded organisation may be required to repay the funding.

Please note that we may require you to provide specialist legal advice if invited to make a stage two application.

You can write up to 1,000 characters (about 150 words).

Not relevant: this is a public sector initiative to provide a community venue. No contribution directly to private profit, market distortion or organisational advantage to a private firm will result.

Part six: About your organisation

For applications from Coastal Community Teams, questions 6.1 to 6.8 and 6.10 should be completed with the details of the organisation that has agreed to act as accountable body for any funding awarded (as answered in question 1.10). Question 6.9 should be completed with the details of the Coastal Community Team contact for your application.

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

Falmouth Town Council

2. **If your organisation uses a different name in your day to day work, what is it?**

n/a

3. **What is the main or registered address for your organisation?**

If you are successful, this is where we'll send our decision letter to. So make sure you can safely receive post at this address. We recommend this is your organisation's office address, but if you don't have an office, this may be a home address.

Address	Falmouth Town Council, Municipal Buildings, The Moor, Falmouth	
	Cornwall	TR11 2RT
Phone number one	01326 315559	
Phone number two or text phone	Fax: 01326 312662	
Website	https://falmouthtowncouncil.co.uk	

4. **What is the main email address for your organisation?**

This should be the email address people use to contact your organisation. It can be a personal email address if your organisation doesn't have an email address.

MarkWilliams@falmouthtowncouncil.com

5. What type of organisation are you?

Select all options that are relevant to you.

Charity	
Company or mutual society	
Public sector	
Other	

Give any reference or registration numbers you have:

Charity Commission	
Companies House	
Other reference or registration numbers	

Please send us a copy of your governing document if you are:

- an unincorporated association;
- not a registered charity; or
- a private sector business.

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

Independent

Branch or department

If you are a branch or department, what is the name and address of the larger organisation?

7. How many people are on the board or committee that runs your organisation?

8. Please provide figures from your latest approved accounts.

Select one option and fill in the amounts from your accounts or projection.

Information from the latest accounts approved by your organisation.

12 month projection because you've been running less than 15 months. This should

give your expected income and expenditure for the 12 months from the date your organisation was set up.

Accounting year ending (dd/mm/yyyy):	31/03/2016
Total income for the year:	£1,827,292.00
Total expenditure for the year:	£1,773,713.00
Surplus or deficit at the year-end:	£53,579.00
Total savings or reserves at the year-end:	£255,280.00

Your contacts

We need some personal details for **two different people** involved in your application - a **main contact** (the person we'll usually deal with) and a **senior contact** (who must be an office bearer of your organisation).

9. Please provide a main contact for your application.

They must be someone who works or volunteers for your organisation.

Title	Mrs
Forenames	Ruth Neleste
Surname	Thomas
Date of birth	18/08/1963 (DD/MM/YYYY)
Organisation	Falmouth Town Council
Job title or position	Finance Officer

Home address	32 Pellew Road Falmouth Cornwall
	Postcode TR11 2NS

Daytime phone	01326 31559
Evening phone	07909865626
Mobile number	07909865626
Email	ruth@falmouthtowncouncil.com

The email address should be one they use in your organisation.

If they have lived at the above address for less than three years please give their previous

address.

Address	
	Postcode

Please tell us if your main contact has any communication needs.

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We'd like to send you information about Big Lottery Fund and other Lottery good causes. Tick this box if you don't want to receive this information.

10. Please provide details of a senior contact for your application.

This needs to be a different person and they must be over 18 years old. This person is responsible for ensuring that this application is supported by the organisation applying, the funded activity is delivered, and that the organisation keeps us updated on progress. For Coastal Community Team applications, the **senior contact** should work in the organisation that will act as accountable body for any funding awarded.

Title	Mr	
Forenames	Alan Mark	
Surname	Williams	
Date of birth	22/6/69 (DD/MM/YYYY)	
Organisation	Falmouth Town Council	
Job title or position	Town Clerk and Responsible Financial Officer	

Home address	Chy-an-Vean, Vean Road, Camborne, Cornwall	
	Postcode TR14 7TA	

Daytime phone	01326315559	
Evening phone		
Mobile number	07940 037974	
Email	MarkWilliams@falmouthtowncouncil.com	

If they have lived at the above address for less than three years please give their previous address.

Address	
	Postcode

Please tell us if your senior contact has any communication needs.

n/a

Part seven: Final steps before you send your application

Please check you have answered all questions as we can't assess your application if it is incomplete.

By submitting this application you confirm that:

the senior contact named in this application and the board or committee that runs the organisation have authorised this application

your organisation is formally constituted

your governing body, management committee or board of directors includes a minimum of three unrelated members

if your activity will involve working with children, young people or vulnerable adults you have relevant policies and processes in place

you will be able to meet our Standard Terms and Conditions of Grant, and our Additional Terms and Conditions for Capital Grants if your project includes capital works over £100,000 involving land, buildings or other construction-related works, which are available on the [CCF website](#)

you agree we may use the information you have provided for the purposes described under our [Data Protection and Sharing Policy](#)

you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our [Freedom of Information Policy](#)

Checklist

Where relevant, please ensure you have enclosed the supporting documents requested in the question numbers below:

- 1.11 a letter of support from your local Coastal Community Team (CCT) - if your project will be delivered in a CCT area
- 4.1 confirmation of secured planning permission
- 4.5 building regulations full plans approval
- 4.6 capital project programme/timetable
- 4.7 capital project cash flow
- 6.5 your governing document - if you are an unincorporated association, not a registered charity, or a private sector business

Data protection

We hold and store your information in line with the Data Protection legislation currently in force. There are circumstances where we will share the information you have provided to us in this application in line with the limitations of legislation. We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. More detail on our protection and sharing approach can be found on the [Big Lottery Fund website](#).

Freedom of Information Act

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

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Our approach to fraud

We value our applicants and grant holders. We know the vast majority of the many thousands who seek and use our funding are genuine people seeking to make a difference to those most in need. However, if you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice. You can obtain further details explaining how the information held by fraud prevention agencies may be used by emailing dataprotection@biglotteryfund.org.uk, by phoning our advice line on 0345 4 10 20 30, or by writing to: Customer services, Big Lottery Fund, 2 St James' Gate, Newcastle upon Tyne, NE1 4BE.

If you are unable to view the information on Data Protection and Freedom of Information and need a copy of our policies please contact us at 0345 4 10 20 30.