



# AWARDS FOR ALL

England

BIG  
LOTTERY  
FUND



Application form

## Awards for All England

- ▶ Before you start filling in this form make sure you have read the guide for applicants carefully.
- ▶ There are also help notes next to each question that explain how to answer it.
- ▶ For some questions we have a maximum number of characters that you can use in your response, to give you an idea of the amount of detail we need. You may well be able to answer these questions in fewer characters than the maximum.
- ▶ We update our programmes from time to time, so if you have had this form for more than three months, contact us or visit our website to check that you have the most up-to-date version. We published this version in March 2012.

If you have any questions or communication needs (such as Braille or large print, screen reader, audiotape, sign language or a community language) please:

- call our advice line: 0845 4 10 20 30
- send us an email: [general.enquiries@awardsforall.org.uk](mailto:general.enquiries@awardsforall.org.uk)
- contact us using a textphone if you have a hearing impairment: 0845 6 02 16 59.

There are different Awards for All guidance notes and application forms for Northern Ireland, Scotland and Wales. These are available from the website or advice line.

## About this form

If you have downloaded this form from our website or received it by email you can type directly into it and save your answers.

You should save the form to your own computer first and you must have the latest version of Adobe Reader installed. Download it free here.  
<http://get.adobe.com/uk/reader/>

We have produced an Adobe Reader help note, which you can get from our advice line.

You must not change any of the questions or alter any part of the form. If you do, we will not accept your application.

If you are using a paper form please write clearly in black ink or type.

Do not use correction fluid, as your application will be returned.

# Awards for All application checklist

**Awards for All Advice Line 0845 4 10 20 30 [general.enquiries@awardsforall.org.uk](mailto:general.enquiries@awardsforall.org.uk)**

It is important that you work through this checklist before you start completing the Awards for All application form.

This checklist has been designed to help you decide if Awards for All is right for your project or organisation, before you go to the time and expense of submitting an application. The checklist also helps us as it reduces the number of ineligible applications we need to process, which means we can keep our costs down and give more money out in grants.

## Part one - You must be able to answer yes to one of the options in Part one to apply

Is your group a:	Yes	No
● voluntary or community organisation? (including if you are a registered charity or company)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
● school?	<input type="checkbox"/>	<input type="checkbox"/>
● health body?	<input type="checkbox"/>	<input type="checkbox"/>
● parish or town council?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered no to all of the above then your organisation is not eligible to apply to Awards for All. Awards for All cannot fund organisations which make a profit, councils or individuals. Please check the Who can apply section of our guidance notes or contact us on the advice line above if you need clarification.

## Part two - You must be able to answer yes to all of Part two to apply

Does your group:	Yes	No
● have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)? This must be in the name of the organisation applying, unless you are a school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
● have at least three members on its governing body or board of directors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>About your project:</b>		
● is your application for between £300-£10,000?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
● is your project start date at least three months from the date you will send us this application or is it flexible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
● will your project be completed within 12 months of receiving a grant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered no to any of the above, we may not be able to fund your project. Please refer to 'Who can apply' in our 'Guide for applicants', or contact us on the advice line above.

### Part three - You must be able to answer no to all of Part three to apply

Is your application for:	Yes	No
● a project we have given funding for in the last three years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● a project which is part of your normal work (this includes regular and repeat activities), unless it is more than three years since those activities or events have taken place, or they have been developed, for example they are to be run with new beneficiary types or in a new area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
● a project primarily to increase participation in sports, heritage or arts (in which case we suggest you look at the Other small Lottery grants page on the Awards for All England website)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● ongoing staff costs (including salaries of permanent or fixed term staff)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● activities that will happen or start before we confirm our grant (which for successful applications is normally about 3 months from the date you submit your application)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● any costs you incur when putting together your application?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● day-to-day running costs of your organisation (for example, utility bills, council tax, rent or insurance)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● contingency costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● a project which includes land or building work costing more than £25,000 (including VAT)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● feasibility studies for building projects that will cost more than £25,000 (including VAT)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● land or building projects where the ownership or lease is not yet in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● fundraising activities for your organisation or others?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● items that mainly benefit individuals (for example, equipment that is not shared)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● items that are purchased on behalf of another organisation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● loans or interest payments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● endowments (to provide a source of income)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● political or religious activities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● a project or activities that the state has a legal obligation to provide?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● projects that you cannot maintain because of high ongoing costs or the need for specialist skills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● a project that cannot be completed within 12 months of receiving a grant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● the purchase of alcohol?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● routine repairs and maintenance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● used vehicles?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
● VAT that you can recover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered yes to any of the above, we may not be able to fund your project. Please check our guidance notes for further information or contact us on the advice line on page 2

# Part one – About your organisation

## 1. What is your organisation's name and address?

Organisation legal name

Hounslow Woodcraft Folk

Does your organisation use a different name in your day to day work?

No  Yes

What other name do you use?

Organisation registered address

19 Woodlands Road  
Isleworth  
Postcode TW7 6NR

## 2. What type of organisation are you?

Voluntary or community organisation

School

Health body

Parish or town council

## 3. Organisation details

a) Charity Number (if applicable) 1148195

b) Company Number (if applicable) 8133727

c) DfE Number (if applicable)

d) When did your organisation start? Day  Month  Year

e) How many people are on your organisation's governing body or board of directors? 7

f) What is your VAT status? VAT registered  Not VAT registered

What is your VAT registration number?

g) Are you a branch of a larger organisation? No  Yes

If yes, what is the name of the larger organisation?

Woodcraft Folk

What is the address of the larger organisation?

Units 9/10, 83 Crampton Street, London  
Postcode SE17 3BQ

## Read these help notes

### Question 1

Give the full name as it appears on your governing document.

Tell us your organisation's main or registered address, including postcode.

### Question 2

Please tick one box only.

We explain what we mean by voluntary and community organisations on page 7 of our Guide for applicants.

### Question 3

Please provide your charity, company or DfE number if applicable.

DfE stands for Department for Education.

Give the total number of people currently on your governing body or board of directors. Refer to 'Who can apply' in our Guide for applicants for further clarification.

If you are a branch of another organisation that has management and financial control over you they may have some legal responsibility if we give you a grant.

h) Are there any restrictions on who can join your organisation?

No

Yes

If yes, what are they and why do you have them?  
You can write up to 400 characters with spaces (about 50 words)

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

This should be the email address people use to contact your organisation?

#### 4b. Does your organisation have a website?

No

Yes

If yes, what is your website address?

#### 5. Does your bank or building society account meet our requirements?

No

Yes

Bank or building society name

Bank or building society address

#### Account details

Organisation name on statements or passbook

Is this the same as on your governing document?

No

Yes

Account number

Sort code

Building society roll number, if applicable

Address your bank or building society has for your organisation for this account

### Read these help notes

If your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not. We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership.

#### Question 5

Your account must be in the name of the organisation that is applying for a grant and will carry out the project.

We require at least two people to sign each cheque or authorise a withdrawal (including debit card or internet purchases and cash withdrawals). If any signatories are related or live at the same address we will need written confirmation from your bank or building society that these people cannot authorise the same payments. If you are a school, a local authority bank account is acceptable.

## 6. Provide a summary from your most recent accounts

Are the figures below:

● information from the latest accounts approved by your organisation?

or

● a projection because your organisation has been running less than 15 months?

Account year ending: dd/mm/yyyy

Total income for the year (A)

Total expenditure for the year (B)

Surplus or deficit at the year end (A-B)

Total savings or reserves at the year end

Have your accounts been independently audited?

No

Yes

## 7. Who is the main contact for this application?

(This MUST be a member of your group.)

Title  Forenames (in full)

Surname

Position in organisation

Date of birth: dd/mm/yyyy

Home address

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

No

Yes

If no, give their previous home address.

Landline number (or text phone)

Second contact number (or text phone)

Email address

## Read these help notes

### Question 6

The Charity Commission has published useful information on accounting and reporting at: [www.charitycommission.gov.uk/Charity\\_requirements\\_guidance/Accounting\\_and\\_reporting/](http://www.charitycommission.gov.uk/Charity_requirements_guidance/Accounting_and_reporting/)

If you're a registered charity we'll expect you to follow this guidance but if you are not, you may still find it helpful.

If your organisation has been running for less than 15 months, please provide a 12-month financial projection for the year when you will spend the grant. Please include the amount you are requesting from Awards for All in your projection.

This should include all the income your organisation has received and all items of expenditure for your last financial year. For schools it should include your whole school budget.

### Question 7

This must be the person that submits the application. They should be someone from your organisation who can talk about your project and we can contact during office hours. They must be over eighteen years old. For schools, someone who is directly employed by the school must submit the application (for example, a teacher or administrator).

The date of birth and home address helps us prevent and detect fraud.

You must provide a landline telephone number.

Which address should we use to notify you of our decision?

The main organisations address in question 1

or

The address in this question.

Do you have any communication needs? No  Yes

If yes, what are your communication needs?  
You can write up to 200 characters with spaces (about 20 words)

### 8. Who is the senior contact for this application?

- For voluntary and community organisations this must be your chair, secretary, treasurer or a senior member of your governing body.
- For companies this must be a director or the company secretary.
- For organisations that are both a registered charity and a company, this must be a director or the company secretary.
- For schools this must be your head teacher.
- For parish and town councils this must be your clerk to the council.
- For health bodies this must be your chief executive or director.

Title  Forenames (in full)

Surname

Position in organisation

Date of birth: dd/mm/yyyy

Home address

19 Woodlands Road  
Isleworth

Postcode TW7 6NR

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

No  Yes

If No, give their previous home address.

Postcode

### Read these help notes

Tick one box only.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

### Question 8

By voluntary and community organisations we mean: registered and unregistered charities, companies or unincorporated associations that are not-for-profit, co-operatives, friendly societies and industrial and provident societies.

The senior contact must not be the same as the main contact in question 7.

They must be over eighteen years old.

The date of birth and home address helps us prevent and detect fraud.



Landline number (or text phone)

Second contact number (or text phone)

Email address

If we need to write to them, which address should we use?

The email address in this question

or

The address in this question.

Does your senior contact have any communication needs? No  Yes

If yes, what are they?

You can write up to 200 characters with spaces (about 20 words)

### Read these help notes

You must provide a landline telephone number.

Tick one box only. We may not need to write to your senior contact but in case we do, tell us if they would prefer email or letters.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

## Part two – About your project

### 9. What is the name of your project?

You can write up to 70 characters with spaces (about 10 words)

Volunteer-led cooperative youth groups in Hounslow and Richmond

### 10. What project or activities do you want us to fund?

You can write up to 2,500 characters with spaces (about 300 words)

We request funding for volunteer training and indoor/ outdoor activity equipment.

Hounslow Woodcraft Folk run groups for young people aged from 6-15. We depend upon parents and carers taking responsibility for the running of weekly meetings and supporting weekend trips and two annual camps. The children and young people lead on activities that we run which focus on:

\*Active lifestyles

- Indoor and outdoor games that encourage physical activity

\*Engaging with the local and rural environment

- Crafts and forest activities that develop outdoor skills

- Camping

- Nature games

\*Community Engagement

- Discussion and debates where young people get an opportunity to discuss issues within their community and the wider world and how they can impact on them.

\*Improving skills

- Games that encourage co-operation

- Creative activities such as singing, storytelling and art and crafts from recycled materials.

We have a network of volunteers who support these groups to run and who are engaged in activities from running groups, to looking after the finances, dealing with the camping equipment or responding to any safeguarding concerns that are raised. This bid also requests some funding to support them in their efforts and enable these volunteers to continue their work, for example, by offering to support them to improve their skills. We would like to offer first aid training, food hygiene and safeguarding training to new and existing volunteers. We have a cohort of new parents keen to take on a greater role in supporting our volunteer-led youth group. We will also bring all of the volunteers together to debrief, share their experiences and learn from each other.

### 11. When will your project take place?

▶ Your start date should be at least three months after you send us your application.

▶ Your end date must not be more than 15 months after you send us your application.

Start date:

dd/mm/yyyy

31 06 2013

End date:

dd/mm/yyyy

31 06 2014

Is your start date:

Fixed

Flexible

## Read these help notes

### Question 9

Give us a short title that we could use for publicity purposes. Try to make it unique to your project.

### Question 10

Describe your project. By 'project' we mean the event or activities you plan to carry out using our grant.

Be specific about what you will do, how you will do it and what you would spend the grant on.

There is more detailed information about what we will and will not fund on page 9 of the guide for applicants. Read this carefully to check that we can fund what you want to do.

### 12a. Where are the people who will benefit from your project based?

Local authority area

Full postcode

### 12b. 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, enter more rows and estimate a percentage for each one. Then select one postcode as the main location.
- If the location doesn't have a postcode, use one for a nearby building.

You can enter up to five locations in the table. If there are more than this select the top five

Building name (or number) in street	Postcode	% per location	Main location
<input type="text" value="Heatham House"/>	<input type="text" value="TW1 1BH"/>	<input type="text" value="72"/>	<input checked="" type="checkbox"/>
<input type="text" value="Biblins Youth Campsite"/>	<input type="text" value="HR9 6DX"/>	<input type="text" value="14"/>	<input type="checkbox"/>
<input type="text" value="Old Pheasantry"/>	<input type="text" value="KT20 7HF"/>	<input type="text" value="4"/>	<input type="checkbox"/>
<input type="text" value="Cudham Centre"/>	<input type="text" value="TN16 2HT"/>	<input type="text" value="4"/>	<input type="checkbox"/>
<input type="text" value="Mad Bess Wood"/>	<input type="text" value="UB9 6LZ"/>	<input type="text" value="6"/>	<input type="checkbox"/>

### Read these help notes

#### Question 12

Tell us the local authority area and postcode where the people who will benefit from your project are based.

If the people who will benefit are from a number of places, give the local authority area and postcode where the most people will benefit.

### 13. How much will your project cost?

a) How much will each item or activity cost and how much do you want from Awards for All?

Item or activity	A Total cost	B Amount requested from Awards for All
Room hire and insurance	£ 1,800.00	£ 0.00
Communal camping equipment - marquee	£ 3,354.00	£ 3,354.00
Gas urn and 4 gas burners	£ 372.00	£ 372.00
Six 2/3 people tents and one utility tent	£ 3,120.00	£ 3,120.00
5 knives, 5 firesteels, 2 ghillie kettles, 2 Trangias	£ 262.00	£ 262.00
10 Tables for camping and indoor activities	£ 450.00	£ 450.00
Volunteer trainer expenses, creche, room hire	£ 1,500.00	£ 1,500.00
Group registration fees	£ 350.00	£ 0.00
Camps, residentials	£ 4,200.00	£ 0.00
Consumables, folk supplies, administration	£ 800.00	£ 0.00
<b>Totals</b>	<b>£ 16,208.00</b>	<b>£ 9,058.00</b>

### Read these help notes

#### Question 13 a)

List all of the individual items or activities that make up your project.

Provide a breakdown for each item if necessary. For example, don't just put furniture, list the different items:

5 tables  
30 chairs  
5 desks

Include everything you will need for the project, even if you are not asking us to fund it.

Give the total cost of each item or activity in column A and put how much you want from us in column B.

If you want us to fund all your project costs then the figures in column A and column B will be the same.

You must not include any VAT that you can claim back from HM Revenue and Customs.

The total requested from Awards for All must be between £300 and £10,000.

Please check that you have added up the totals correctly.

b) If the total in column A is higher than the total in column B, where is the rest of the funding coming from? You can write up to 800 characters with spaces (about 100 words)

We will require all participants to pay towards trips away with Woodcraft in 2013, although we will subsidise those who are unable to afford any activities. Each child pays £25 per term subs, which covers the cost of hall hire, insurance, group registration fees, consumables for weekly meetings and administrative costs.  
 South East Region of The Co-operative Group: Annual grant to support general costs (£300 for 2012).  
 London Borough of Hounslow, Children with Disabilities Social Work Team: Support for disabled child (£495 for 2013).  
 London Borough of Hounslow Area Forum Fund: Training grant application; decision expected early April.

c) How have you worked out your costs? You can write up to 800 characters with spaces (about 100 words)

These costs are based on our last few years' of accounts, plus a consideration of increased rates for hiring rooms and space for weekly meetings. We have estimated the cost of replacing worn out cooking equipment and camping equipment based on prices available online. Costs for equipment for activities have been estimated from last year's spending. Volunteer training has been worked out through quotes. The costs of running cooperative education youth groups for around 40 children every week is low because of the commitment of hard working volunteers. The environmental nature of Woodcraft Folk means that we are outside and that we reuse and recycle wherever we can, keeping costs low.

**14. Does your project involve work on land or a building, including refurbishment?**

(You MUST own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least five years).

No  Yes

If yes, you must answer both a) and b) below

a) Does your organisation:

own the freehold of the land or building

or

hold a lease of at least five years that cannot be ended by the landlord?

b) Is planning permission needed for your project?

Planning permission is not required

or

Planning permission is required and has been granted

**Read these help notes**

**Question 13 b)**

If you need to raise funds from other sources you must be able to show that you will be able to do this and it will not affect your project or cause a delay.

Let us know if you have already raised some funds or plan to use reserves or savings.

If you have applied to other funders but have yet to hear from them tell us who they are and when you expect a decision. If you want us to fund all your project costs and are not contributing any funding from other sources put not applicable.

**Question 13c)**

Make sure the costs are accurate and based on quotations where possible.

**Question 14**

We may need you to send further information about land ownership if we offer you a grant.

If you need planning permission, you must have it before you apply.

We may need you to send confirmation that planning permission is not required, or that it is required and has been granted.

## Part three – The difference your project will make

### 15(a). Why is your project needed?

You can write up to 1,500 characters with spaces (about 200 words)

Children need safe places to play, close to nature and with the freedom to learn by doing. Hounslow Woodcraft has been working with children and young people in Hounslow and Richmond for more than 35 years. We have seen how children from all different backgrounds flourish in an outdoor environment, developing new skills, building in confidence and making close friendships as they play and work together.

We work hard to enable people from all backgrounds to engage with our work. We offer something different to other local youth groups by being co-educational, co-operative and based mainly outdoors.

Woodcraft Folk works with young people to empower them as active citizens of the future. Our core programme includes involving young people in democratic processes, learning about the environment and the world around us, cooperative games and camping. There is a huge value in the work that we do each week at group and district level.

This project is needed to further establish a group of volunteers and to better support them to reach the increased demand locally for Woodcraft Folk groups. This funding will enable the group to become sustainable, consolidate some of the recent growth that has occurred and enable us to encourage wider participation by all, regardless of background or personal circumstances.

### 15(b). What evidence do you have to show that your project is needed? How have you consulted with the people who will benefit from your project and what did you find out?

You can write up to 1,500 characters with spaces (about 200 words)

Since moving to a new venue two years ago, our District has more than quadrupled in size and we now have a waiting list of around twenty children. We have agreed that we should consider establishing a second Elfin (aged 6-9 years) group and we are considering a second base located in the London Borough of Hounslow.

Youth unemployment is nearly at 1 million and young people do not feel like they have a stake in their society. Woodcraft Folk challenges this by engaging young people actively in their communities, making them aware of issues and teaching them to participate in democracy from a young age.

Evidence indicates that children increase their physical activities when outdoors (Bird, 2007). Other studies indicate that contact with nature can reduce aggressive behavior (Bird, 2007). This grant would enable us to support more people participating in outdoor activities.

Our District meetings, which are open to all parents and volunteers, have established that there is a demand for training, particularly among new parents. Also we want to support, enable and encourage new volunteers from all walks of life to come forward by investing in training them, by offering to cover the cost of expenses and paying their membership fees.

## Read these help notes

### Question 15(a)

Make sure you:

Tell us about the problems or issues your group aims to address.

### Question 15(b)

Examples of the types of evidence you might use are:

- ▶ Organising a meeting that anyone interested in your project can come to.
- ▶ Carrying out a survey of people who use your service or those who might use it.
- ▶ Keeping a waiting list of people who want to get involved in your activities or use your service.
- ▶ Finding out if there is a lack of your type of facility, service or activities in the local area and whether people would use it if it was available.
- ▶ Researching any statistics about the people who would benefit from your project.
- ▶ Finding out if your project supports any local or national strategies.
- ▶ Evaluating previous projects or seeking feedback on a pilot project.

A consultation can include community surveys, focus groups and public meetings; the findings should be less than two years old.

If you can't consult with the people that you want to help, tell us why.

We also want to know how:

- your project has been influenced by what people have told you
- you know that the people you want to help will use your project.

### 16(a). How will you promote and publicise your project?

You can write up to 1,200 characters with spaces (about 150 words)

We will feature an article on the national woodcraft folk website. We will send press releases to the local newspapers and radio stations about the project.

We will publicise our groups by distributing leaflets and posters in local shops, cafés and community buildings. We will put notices in school newsletters and leaflets in childrens' book bags. We will advertise our groups through the local community group directory, the voluntary and community support services website, the South West London Environmental Network website, and online discussion websites such as Netmums. We will go to a range of local community events to spread the word about our camping activities to children and their carers. In the past we have had a Woodcraft stall at Isleworth Fair, Chiswick House Fair, Osterley Gardens Day, Twickenham Green Fair and Heatham House Fair and have attracted new members to our groups. We will showcase our activities using a range of visual (films, photographs etc) and practical (games, crafts, bushcraft) activities.

### 16(b). How will your project actively seek to involve as wide a range of people as possible?

You can write up to 1,200 characters with spaces (about 150 words)

We will try to engage young people from a broad range of backgrounds, including many who will not be familiar with the Woodcraft Folk, by utilising and extending the approaches that we have developed previously. For example, we have worked closely with the Extended Schools Co-ordinator in Isleworth to try to reach families whose first language is not English, such as the local Somali population. We were assisted in producing leaflets that attempted to bridge the language barrier and were offered a subsidy towards subscriptions for children on the estate where we met, to encourage their participation in our group. We have had discussions with Hounslow Homes about establishing an estate-based Woodcraft group. We have worked with a broad range of other voluntary groups that share a similar ethos to Woodcraft Folk, such as environmental groups, overseas development charities and fairtrade organisations to run joint activities. We have held events on Saturdays, in or close to the main shopping area of Hounslow, to attempt to attract the children from the largely Asian population in Hounslow to our groups.

## Read these help notes

### Question 16(a)

Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.

### Question 16(b)

If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to tackle it. If your project will involve the wider community tell us how. If you plan to restrict who can take part in your project you should explain why, so that we can consider if this is acceptable.

## 17. What is the change or difference your project is going to make?

Tick the outcomes that reflect the change or difference your project will make.

Your project must meet at least one of the outcomes to be considered for a grant, but you don't have to tick all four boxes. Only tick the outcomes your project will help to achieve.

- People have better chances in life** – with better access to training and development to improve their life skills.
- Stronger communities** – with more active citizens working together to tackle their problems.
- Improved rural and urban environments** – which communities are better able to access and enjoy.
- Healthier and more active people and communities.**

### Tell us in your own words how your project will meet each of the programme outcomes you have ticked.

You can write up to 3,000 characters with spaces (about 400 words)

People have better chances in life:

Woodcraft Folk gives children and adult volunteers the chance to try out new activities e.g. outdoor crafts, nature study, hiking, camping, cooking over a fire, singing and storytelling.

The activities will encourage children to be active, explore their local and wider environment, to play games and challenge them to develop a wider understanding of themselves, their community and the wider world. Our experience is that children who have participated in these activities are more confident, able to engage with others, have increased understanding of global and environmental issues and achieve well academically.

Adult volunteers will develop new social networks, skills, confidence and satisfaction at providing a service for children within their community. This application provides training and development opportunities for volunteers.

Stronger communities:

The inter-generational and co-operative nature of Woodcraft Folk groups makes stronger communities. We have a passionate commitment to youth participation, which encourages children to plan activities alongside adults as equals, strengthens mutual understanding and respect, and promotes the sharing of skills and experience.

Woodcraft Folk aims to engage and support children and young people to become active in their communities. In the past, this has included River Crane conservation work, collecting food for a shelter for homeless people and working with Oxfam to promote Fairtrade Fortnight.

We strive to ensure our group reflects our local communities by being a secular organisation. We endeavour to include children with special needs by, for example, giving one-to-one support from carers.

Healthier and more active people and communities:

Woodcraft Folk prioritise camping and outdoor activities. We encourage children and their families to lead healthier lifestyles through active play, outdoor adventures and fun games and we arrange regular opportunities for family rambles, camping, swimming and cycling.

## Read these help notes

### Question 17

Our outcomes are the changes or differences that we want our funding to achieve.

Tell us in this section the difference or change you intend your project to make.

Think about the change or difference your project will have on the local community or target beneficiaries.

Don't just repeat the programme outcomes using different words. Think about how the change or difference your project is going to make reflects our outcomes.



### 18. Does your project involve work with children, young people under the age of 18 or vulnerable adults?

No

Yes

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements?

No

Yes

If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as OFSTED or the Care Quality Commission) please give details below, including any reference numbers.

Woodcraft Folk is not required to register with OfSTED.

### 19. Do you have any of the following?

a) Public liability insurance

No

Yes

b) Leaders' qualifications

No

Yes

c) Affiliation to a governing body

No

Yes

d) Other insurance

No

Yes

If you answered yes to any of the above, please give more details.  
You can write up to 1,200 characters with spaces (about 150 words)

We hold public liability insurance with The Co-operative, policy number 24674328CCI with a limit of liability of £5,000,000. Our equipment is insured through national Woodcraft Folk.

### Read these help notes

#### Question 18

It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may ask to inspect at any time.

We may seek further information from any bodies you are registered with, or inspected by.

#### Question 19

Please answer a) to d).

Depending on the type of project, you may need public liability insurance or qualified leaders.

Public liability insurance is required for any public events.

If your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors.

## Part four – Beneficiary monitoring

We want you to tell us who will mostly benefit from your project. When answering each question you should consider the makeup of the population in the area where you are delivering your project and who you think is most likely to use or get involved in it. If you tick 'No', this means that you don't expect any group or groups will benefit more than other groups listed. If you tick 'Yes', this means that your project will be particularly relevant to some of the groups listed.

We primarily ask these questions to understand the spread of our funding. There are no model answers. The information you give us will depend on what your project is for.

We will cross-reference the information you provide against other information supplied in your application form. If there are any inconsistencies we may follow this up with you.

### 20. Ethnic background

Will your project mostly benefit people from a particular ethnic background?

No  Go to 21 Yes  Tick up to three boxes below

#### White

- English/Scottish/Welsh/Northern Irish/UK
- Irish
- Gypsy or Irish Traveller
- Any other White background

#### Mixed/Multiple ethnic groups

- Mixed ethnic background

#### Asian/Asian UK

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

#### Black/African/Caribbean/Black UK

- African
- Caribbean
- Any other Black/African/Caribbean background

#### Other ethnic group

- Arab
- Any other ethnic group

The list of ethnic backgrounds we use is taken from the 2011 Census. Remember that everyone has an ethnic background.

The category 'mixed ethnic background' should only be selected if your project will mostly benefit people whose parents are of two or more ethnic backgrounds. It should not be selected if your project will benefit people from a range of ethnic backgrounds.

## 21. Gender

Will your project mostly benefit people of a particular gender?

No  Go to 22 Yes  Tick one box below

Male

Female

## 22. Age

Will your project mostly benefit people from a particular age group?

No  Go to 23 Yes  Tick up to two boxes below

0-24 years

25-64 years

65+ years

## 23. Disability

Will your project mostly benefit disabled people?

No  Yes

## 24. Religion or belief

Will your project mostly benefit people of a particular religion or belief?

No  Go to 25 Yes  Tick one box only below

No religion

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

Other religion

## 25. Sexual orientation

Will your project mostly benefit lesbians, gay men or bisexual people?

No  Yes

Please complete the checklist in Part five before sending us your application.

The category 'disabled people' should be selected if your project will mostly benefit people with a physical, mental, learning, sensory or cognitive impairment.

## Part five – Finishing your application

You must tick **all** the boxes below to confirm that:

- You have answered all the relevant questions in this application form.
- You (the main contact named in question 7 of this application form) are authorised to apply for a grant from us (the Big Lottery Fund) on behalf of your organisation.
- You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.
- Your organisation meets our eligibility requirements set out in our Awards for All Guide for applicants under 'Who can apply' and has the legal power to set up and deliver the project described in this application form.
- If we make you a conditional offer you will send us the relevant documents set out in our Awards for All Guide for applicants under 'What we will ask you to send us' within 20 working days and you accept that we may withdraw any conditional grant offer if you do not.
- You understand and accept our obligations under the Data Protection and Freedom of Information Acts set out in our Awards for All Guide for applicants.
- You are able to comply with the Awards for All terms and conditions of grant, which are available on our website [www.awardsforall.org.uk](http://www.awardsforall.org.uk)

**Please go to Part six.**

### Read these help notes

To apply for a grant from Awards for All you must tick all the boxes.

Make sure that your governing body or board of directors know about this application and have agreed that you can send it to us.

You must be able to comply with our terms and conditions if we offer you a grant. You should check that you can before you apply.

You can get a copy of our terms and conditions of grant from our website [www.awardsforall.org.uk](http://www.awardsforall.org.uk) or you can phone or email us and we will send them to you.

Before you apply, make sure you can provide all the information we may ask for if we make a conditional grant offer. This is explained in 'What we will ask you to send us' in our guide for applicants.

## Part six– Sending us your application

We prefer to receive applications by email but we will also accept them by post. When your application form is complete, email it to:

**englandapplications@awardsforall.org.uk**

Please put the name of your organisation in the subject field of your email. You will receive an automatic email from us confirming that we have received your application.

Or send your application to:

**Awards for All England applications  
Big Lottery Fund  
2 St. James Gate  
Newcastle Upon Tyne  
NE1 4BE**

Please do not send any other documents or a covering note. If we need more information we will ask you for it during our assessment.

- We would like to send information about the Big Lottery Fund and other Lottery good causes to your named main contact. If you do not consent to receive this information please tick the box.
- We should be grateful if you would help us improve our customer service by taking part in activities such as market research, surveys or product testing. If you do not consent to take part in these activities, please tick the box otherwise we may pass your details on to organisations who do this work for us.