

## Round three

### 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). You should read the help notes and the questions and answers provided 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.

- To use this form you need Adobe Reader version 10.0 or above installed on your computer.
- If you have an earlier version or use other software the form won't work properly, for example if you use a Mac or mobile device. There is [help using our electronic application forms](#) available on our website.
- Follow this [link](#) to get the latest version of Adobe Reader, which is free to install and use.

#### Before you start

Make sure you've saved the form to your own computer before you start to fill it in.

#### Filling in the form

You must answer all of the questions in the form.

#### 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 (such as if we ask to see your governing document) as these will not be considered as part of your application.

Please send your application to the email address relevant to the country in which your project will be delivered.

[ccfengland@bigfund.org.uk](mailto:ccfengland@bigfund.org.uk) (for applications for projects in England)

[ccfscotland@bigfund.org.uk](mailto:ccfscotland@bigfund.org.uk) (for applications for projects in Scotland)

[ccfwales@bigfund.org.uk](mailto:ccfwales@bigfund.org.uk) (for applications for projects in Wales)

[ccfnorthernireland@bigfund.org.uk](mailto:ccfnorthernireland@bigfund.org.uk) (for applications for projects in Northern Ireland)

This should correspond with the box you have ticked in question 1.8. Include 'Coastal Communities Fund application' 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 three of CCF we will not consider applications received after **midday on 30 April 2014**.

#### Contacting us

As well as the guidance on our website, there is additional guidance in this form. If you aren't sure how to answer any questions, we will be happy to help. Please email us at [ccf@bigfund.org.uk](mailto:ccf@bigfund.org.uk) or call us on 0845 4 10 20 30.

We can supply this publication in other formats such as large print or audiotape and will also try to help with other communication needs such as sign language, a community language or Braille. Just let us know how we can help when you contact us.

# Part one: What will your project do?

## 1.1 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).

Easdale Island Rush and Gush Development

## 1.2 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 meet the needs 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."

We aim to improve infrastructure and access within the harbour and the adjacent area known as the 'rush'n'gush' on Easdale island. The project will benefit the whole community including six local businesses, increase opportunities for new businesses enhancing our prospects for future development and continued regeneration.

### 1.3 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).

Easdale Island community owns the harbour and the adjacent area of land known as the rush'n'gush. The island has no vehicular access or traffic except the community tractor. We want to improve the island infrastructure by :

- 1.re-instatement of a slipway in the harbour to create access to the rush'n'gush. The slipway will be suitable for commercial vessels and vehicles.
2. Installing a new pontoon;
3. Upgrading of the track into the Rush 'n' Gush
4. Installation of hardstanding to create a designated area for recycling and waste facilities;
5. Purchase of containers for storage and work areas
6. Installation of services into the Rush 'n' Gush

This is the first stage in our community plan to develop the Rush 'n' Gush.

### 1.4 When are you planning to start and finish your project?

Make sure the dates you put fit with CCF timescales detailed in Part seven of the help notes and your start date is after the date when we'll confirm our decision. The finish date below should be the date when you finish spending the CCF funding. Please note that all CCF funding must be spent by 31 December 2016.

Start date (dd/mm/yyyy)

Finish date (dd/mm/yyyy)

01/01/2015

31/12/2016

### 1.5 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 your project will be delivered across the UK and you cannot specify exact locations (or you have not identified these yet), please enter the project's correspondence address.
- 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
Easdale Island	PA34 4TB	100	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

### 1.6 In which local authority ward(s) will your project activities take place?

Oban South

### 1.7 In which local authority area is your coastal community?

Argyll and Bute

### 1.8 In which country (and region) will your project be delivered?

Only select one of the country options below. If your project will be delivered in Scotland or England, please also tell us in which region it will take place. Tick the relevant box(es).

**Wales**

**Northern Ireland**

**Scotland**

Highlands and Islands

Rest of Scotland

**England**

East Midlands

East of England

London

North East

North West

South East

South West

West Midlands

Yorkshire and Humber

# Part two: Why is your project needed?

## 2.1 Tell us why your project is needed and how you know this.

Tell us:

- about the economic issues facing your coastal community
- how this project will help address those issues
- what consultation or research you have done to support your findings, and
- how the project links to and addresses specific relevant local as well as national strategies and priorities.

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

Easdale Island is the smallest inhabited island in the Inner Hebrides, with a population of 60 permanent residents. The harbour and adjacent land was purchased by Eilean Eisdeal in 2005 as a community asset with a view to bringing commercial regeneration to the island.

The economic issues facing our island are:

- a severe lack of employment on the island and local area;
- a lack of facilities for existing and new start up businesses;
- an economy reliant almost solely on seasonal tourism;
- difficulty in retaining young people on the island;
- lack of affordable housing;
- a majority of residents struggle on the edge of fuel poverty;
- Argyll and Bute Council expenditure restrictions mean that there is no funding available to assist with problems of refuse

These issues are exacerbated by the fact that Easdale is accessed by a small passenger ferry and has inadequate infrastructure for moving goods on and off and storage on the island.

The construction of a slipway, improved track and providing services is the essential first stage in developing the Rush 'n' Gush. The pontoon and storage facilities will allow existing businesses to expand and allow new businesses to start up. Storage facilities will allow us to buy fuel in bulk.

In 2009 and 2013 community wide consultations and questionnaires were carried out which identified these concerns as priority for the island.

Our project falls within the recent priority of Argyll and Bute Council's initiative in encouraging young families to relocate to Argyll and national strategies in helping create sustainable rural communities.

## 2.2 Tell us how your project addresses CCF country priorities

CCF has a number of specific priorities in each country where resources may be focussed. In what way does your project address the appropriate CCF country priorities? You can read about the country specific priorities in Part five of the help notes.

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

Our project will address the following CCF country priorities:

- Economic challenges
- Promote sustainable economic growth

Improving the infrastructure, access and providing an area for storage and workshop facilities will allow existing businesses to expand and allow new businesses to start up. In turn this will help create new jobs, retain young people and encourage relocation to the island. New business enterprises should ensure the local economy is not dependent on seasonal tourism.

# Part three: What difference will your project make?

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

The population of Easdale island has grown from a few people in the 1970s to the current population of 60. We are fortunate to have a strong, vibrant community which includes many young families. The community would greatly benefit from the resiting of existing waste facilities which are currently situated within the main residential area, totally inadequate and vulnerable to strong winds and high tides. Residents will be encouraged to recycle by providing new facilities therefore reducing the strain on our waste facilities. Community consultations have identified a strong demand for workspace/storage by local artists, crafts people, food producers and boat operators. The installation of services and workspace/storage is a first step in addressing community needs.

Encouraging relocation to the island will help ensure the sustainable future of the island community and by making the island even more family friendly, this will support our local school.

Eilean Eisdeal, the island charity, is the local community development group. We own the community hall, the museum and harbour and manage them on behalf of the community. New pontoons and a slipway will provide additional berths and harbour facilities to attract boat users, bringing additional tourism and business income to help sustain and maintain these community assets.

### 3.2 Tell us how your project will directly or indirectly create jobs or safeguard existing jobs.

Tell us also about the types, timing and sustainability of the jobs. See the CCF guidance on measuring economic outcomes on our website. You can write up to 2,000 characters (about 300 words).

Our project has the potential to create direct jobs, though we are unable to specify these at this time. Indirectly the project will support existing island businesses by allowing them to expand. A minimum of 5 jobs will be indirectly created immediately with the construction of the slipway and installation of workspace/storage facilities. These will include maritime operatives, food producers and artists, and are expected to be year round, full time positions.

Ten, full time, year round positions and thirteen seasonal positions in a currently fragile, rural economy will be safeguarded by our project. Improved access and infrastructure will allow existing island businesses to expand by increasing margins through improved logistics.

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

See Part three of the help notes on the CCF website for an explanation of what we mean by direct, indirect and safeguarded jobs.

Unknown	direct jobs (FTE)
5	indirect jobs (FTE)
10	safeguarded jobs (FTE)

Please quantify any other employment outcomes such as apprenticeships, training places or construction jobs.

During construction we estimate four tradesmen will be required.

### 3.4 How will the jobs and wider benefits of the project be sustained after the funding has finished?

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

Our project is the foundation of our community development programme. The benefits will be primarily post funding, once our project is complete. Any direct revenue, such as rent and berthing fees, will be invested in further community projects. The next stage of our community plan includes affordable housing, renewable energy and a visitor lodge.

# Part four: How will you carry out your project?

## 4.1 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, except in Wales where the maximum amount you can apply for is £300,000. See Part five of our help notes for details of the funding available in each country.

**Funding is only available for projects where CCF funding can be fully spent by 31 December 2016.**

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

- In total 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 cost and amount from CCF is the same.

	Total cost (£)	Amount from CCF (£)	How many years is CCF funding for?
Revenue	0.00	0.00	0
Capital	120,000.00	120,000.00	2
Total	120,000.00	120,000.00	

## 4.2 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 31 December 2016 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.

	2014/15	2015/16	2016/17*	Spending from 1 January 2017 on	Total
CCF revenue funding	0.00	0.00	0.00		0.00
CCF capital funding	4,500.00	95,000.00	20,500.00		120,000.00
Other funding	0.00	0.00	0.00	0.00	0.00
Total	4,500.00	95,000.00	20,500.00	0.00	120,000.00

\* up until 31 December 2016 only.

### 4.3 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 help notes) we cannot consider your project for CCF.

Tell us here if the other funding will be used for project activity beyond 31 December 2016. If so, what is the completion date for the overall project? You can write up to 2,000 characters (about 300 words).

#### 4.4 How developed is your project? (Capital projects involving land/buildings/construction only)

**Please note that projects are required 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.

##### 4.4.1 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
- 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?

Argyll and Bute Council

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

N/A

What is your planning application number?

N/A

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

- Yes
- No

If yes, please state the timetable for applying and decisions, below. You can write up to 1,000 characters (about 150 words).

**4.4.3 Does your project involve works to improve protection against flooding and/or coastal erosion?**

If yes, does the relevant Flood Risk/Coastal Erosion Risk Management Authority (such as the Environment Agency or Coastal Protection Authority) support the proposal?

Yes  No

Please provide a brief description to support your response. You can write up to 1,000 characters (about 150 words).

**4.4.4 Does your project require the acquisition or lease of land/property?**

Yes  No

If yes, please 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).

**4.4.5 Tell us if there are any other constraints that would prevent your project starting as soon as an offer of funding is made.** You can write up to 1,000 characters (about 150 words).

# Part five: Do you have the skills, experience and resources to run your project?

## 5.1 Why are your organisation, any partners you plan to work with and the proposed approach you are taking likely to lead to a successful project?

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

Eilean Eisdeal has a proven track record in successfully securing and completing funded projects. In 1997 Eilean Eisdeal was set up and received £675,000 from the Lottery Millennium Fund to purchase and renovate the community hall, which has been home to a highly successful annual arts programme since the hall re-opened in 2003. The charity has gone from strength to strength, purchasing the harbour and adjacent land with a grant from the Scottish Land Fund in 2005/2006 and purchasing the museum with a grant from Big Lottery. These assets are now managed by Eilean Eisdeal as successful community enterprises. We continue to secure funding for the community, winning the British Gas Green Streets competition for the provision of renewable energy installations and securing £10,000 funding for a new play park from Awards for All. We undertake frequent community consultation and much of this project has been part of our community plan for some time. Other parts were identified in a recent questionnaire. We have good working relations with local contractors and we have discussed our plans with the local planning authority.

## 5.2 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 six of the help 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](http://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 2,000 characters (about 300 words).

This would not constitute state aid. We are a Charitable Community Trust, as such there is no one else providing maintenance of the community assets that are owned and managed by Eilean Eisdeal for the community of Easdale Island. The funding would not therefore give us a competitive edge and would not be used to secure our financial position. We have not received any funding in the last three years that was classed as State Aid.

### 5.3 Will your project involve working with children, young people or vulnerable adults?

Yes  No

As a minimum we expect you to:

- have safeguarding policies appropriate to your organisation's work and what you are asking us to fund, which you review 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 at least every three years and taking up references
- 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 and secure extra insurance, if appropriate.

Does your organisation meet these requirements?

Yes  No

# Part six: About your organisation

Please provide us with details of your organisation.

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

Eilean Eisdeal

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

Yes  No

What other name do you use?

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

Flat number

Building number

Building name

Easdale Island Community Hall

Street

Easdale Island

Town or city

Oban

Postcode

PA34 4TB

Phone number one

Phone number two or text phone

**6.4 What is the main email address for your organisation?**

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

**6.5 Does your organisation have a website?**

Yes  No

What is its address?

www.easdale.org

## 6.6 What type of organisation are you?

Select your organisation type from at least one of these categories.

<b>Charity</b>	<input checked="" type="checkbox"/> Registered charity <input type="checkbox"/> Charitable incorporated organisation <input type="checkbox"/> Charity (Royal Charter or Act of Parliament)	<input type="checkbox"/> Exempt charity <input type="checkbox"/> Excepted charity <input type="checkbox"/> Charitable trust
<b>Company or mutual society</b>	<input type="checkbox"/> Company – limited by shares <input type="checkbox"/> Company – limited by guarantee <input type="checkbox"/> Company – listed publicly <input type="checkbox"/> Community Interest Company – limited by shares <input type="checkbox"/> Community Interest Company – limited by guarantee	<input type="checkbox"/> Community Interest Company – listed publicly <input type="checkbox"/> Limited liability partnership <input type="checkbox"/> Industrial and provident society <input type="checkbox"/> Co-operative
<b>Public sector</b>	<input type="checkbox"/> Local authority <input type="checkbox"/> Community council <input type="checkbox"/> Parish council	<input type="checkbox"/> Town council <input type="checkbox"/> Non-departmental public body <input type="checkbox"/> Other
<b>Other</b>	<input type="checkbox"/> Parochial church council <input type="checkbox"/> Church-based faith organisation	<input type="checkbox"/> Further or higher education <input type="checkbox"/> Partnership <input type="checkbox"/> Other

Give any reference or registration numbers you have.

Charity Commission for England and Wales

Charity Commission for Northern Ireland

Office of the Scottish Charity Regulator

SC027102

Companies House

SC178838

Financial Conduct Authority

Other reference number (please specify)

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

- an unincorporated association or
- not a registered charity or
- your constitution has changed if you have sent it to us previously.

#### 6.7 When was your organisation set up?

Give the date when your organisation adopted its current legal status (dd/mm/yyyy).

17/09/1997

#### 6.8 What is your VAT status?

- VAT registered
- Not VAT registered

If you are VAT registered, what is your VAT number?

**6.9 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?

Name

Address

Postcode

**6.10 How many people are on the board or committee that runs your organisation?**

**6.11 Are there any restrictions on who can join your organisation?**

Yes  No

If yes, what restrictions are they and why do you have them?

- 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.

You can write up to 400 characters with spaces (about 50 words).

### 6.12 What is your organisation's current financial position?

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

Accounting year ending (dd/mm/yyyy):

30/09/2013

Total income for the year:

£ 23470

Total expenditure for the year:

£ 54479

Surplus or deficit at the yearend:

£ 31009

Total savings or reserves at the yearend:

£ 6482

### 6.13 Primary contact

#### Who should we contact if we have questions about your application?

They must be someone who runs or works for your organisation. We need their date of birth and home address for our standard fraud prevention checks.

Title [REDACTED] Forenames [REDACTED] Surname [REDACTED]

Date of birth [REDACTED]

Job title or position [REDACTED]

#### Home address

Flat number [REDACTED]  
Building number [REDACTED]  
Building name [REDACTED]  
Street [REDACTED]  
Town or city [REDACTED]  
Postcode [REDACTED]

Day time phone [REDACTED]

Evening phone [REDACTED]

Mobile phone [REDACTED]

Email address\* [REDACTED]

\*This email address should be the one they use for your organisation. We'll use this whenever we get in touch about your project.

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

Yes  No

If no, give their previous home address:

Flat number

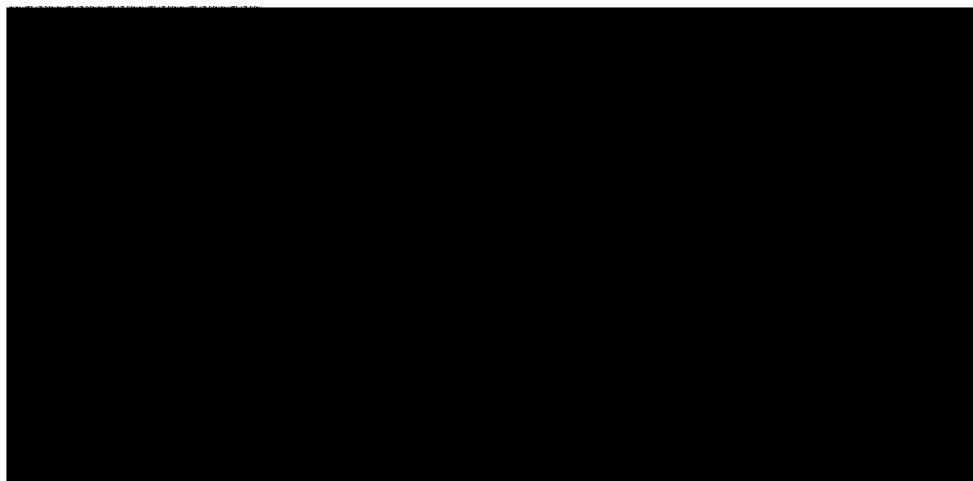
Building number

Building name

Street

Town or city

Postcode



Tell us about any particular communication needs your main contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.



For applications for projects in Wales, which language would you like us to use whenever we get in touch with this contact?

Welsh  English

What address should we use for any correspondence?

Write 'As above' if this is the same as the organisation's registered address.

Flat number

Building number

Building name

Street

Town or city

Postcode

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.

We'd like you to help us improve our customer service by taking part in market research, surveys or product testing. This may involve passing your details to other organisations who do this work for us. Tick this box if you don't want to take part in these activities.

## 6.14 Legally responsible contact

### Who in your organisation will be legally responsible for the funding?

- ▶ For companies they should be a director or the company secretary.
- ▶ For local authorities and other public sector organisations they should be your chief executive or a director.
- ▶ For town, parish or community councils they should be the clerk to the council (or office bearer).
- ▶ For all other types of organisations they should your chair, vice chair or treasurer.

They must be over 18 years old and can't be same the person we should contact if we have questions about your application. We need their date of birth and home address for our standard fraud prevention checks.

Title	Forenames	Surname
[REDACTED]	[REDACTED]	[REDACTED]

Date of birth [REDACTED]

Job title or position  
[REDACTED]

#### Home address

Flat number	[REDACTED]
Building number	[REDACTED]
Building name	[REDACTED]
Street	[REDACTED]
Town or city	[REDACTED]
Postcode	[REDACTED]

Day time phone  
[REDACTED]

Evening phone  
[REDACTED]

Mobile phone  
[REDACTED]

Email address\*  
[REDACTED]

\*This email address should be the one they use for your organisation. We'll use this whenever we get in touch with them about your project

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

Yes     No

If no, give their previous home address:

Flat number

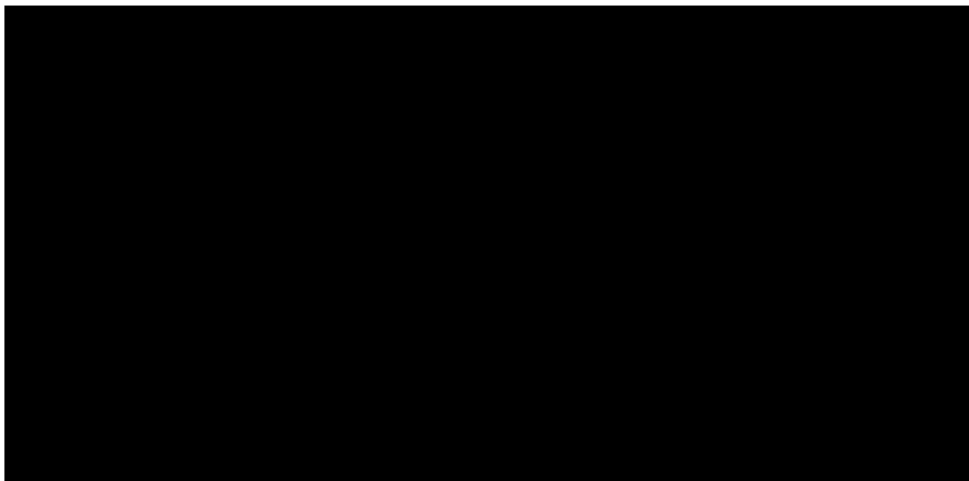
Building number

Building name

Street

Town or city

Postcode

A large black rectangular redaction box covering the entire address information section.

Tell us about any particular communication needs this contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

A large black rectangular redaction box covering the communication needs section.

For applications for projects in Wales, which language would you like us to use whenever we get in touch with this contact?

Welsh     English

## Declaration

This section should be completed by the legally responsible contact.

Check the box to confirm that:

- the information you have given is accurate and true
- your application has been authorised by the governing body of your organisation
- your organisation has the legal power to deliver the project you have described in this form
- your governing body, management committee or board of directors includes a minimum of three unrelated members
- your organisation is formally constituted or will become so before submitting a stage two application
- you understand that if you make misleading statements or withhold information at any point, your application will be invalid and you will be liable to repay any money you have received
- 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 Data Protection below
- 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](#).

I agree

Title

Forenames

Surname

## Data protection

The information you provide will be held and used by the Big Lottery Fund in accordance with the Data Protection Act 1998.

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 our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

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. You can obtain further details explaining how the information held by fraud prevention agencies may be used from our Customer Services, by emailing [dataprotection@biglotteryfund.org.uk](mailto:dataprotection@biglotteryfund.org.uk) or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Customer Services, Big Lottery Fund, 2 St James Gate, Newcastle upon Tyne, NE1 4BE.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

## Freedom of Information Act

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

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may 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.

