

Question 4 on the application form:

Applying as a group

We can fund individuals or informal groups only. An informal group is one that has not been constituted or formally set up, so it has not previously developed a constitution or been in operation in the past.

If you want to apply as a group, choose one person in your group to act as the key contact for your Big Boost application. This person should complete the main application form (this is called the individual or key contact application form) together with the group. Then each group member should complete a group member application form. You should return your completed application forms **together**. If you are successful in your application, every member of the group becomes a big boost award winner.

Question 7 of the application form

Project Timeline

A timeline is a brief overview of a project showing the key dates and milestones or goals that need to be met for the project to succeed. A project to set up and run a musical event could look like this:

		Find venue	Design PR	Agree Timetable	Produce leaflet & posters	Musicians & volunteers booked	Event!	Review event
Week 1	20/06/05	*	*					
Week 2	27/06/05			*				
Week 3	04/07/05				*			
Week 4	11/07/05					*		
Week 5	18/07/05						*	
Week 6	25/07/05							*

If you have a timeline for your project, please include a copy with your application. If your application is eligible for a Big Boost award and you are invited to an interview, we will want to see a copy of your timeline so that we can discuss your key dates in more detail then.

Question 9 on the application form

Who are you aiming to help with your project? Beneficiaries

To understand your proposed project we want to know about the people or community that you are aiming to help. We need to know who they are, see below list for examples of the types of people that you may be trying to help, and we want to know why you are trying to help this community (type of people).

For every project there are **direct beneficiaries** and **indirect beneficiaries**. A **direct beneficiary** is a person who is directly helped by your project. For example if your project is to provide transport for elderly people in rural areas, a direct beneficiary would be one of the elderly people who used your transport service. An **indirect beneficiary** could be the manager of the local community centre that some of the elderly people might attend (if they had transport!)

- ✓ Children (0-10yrs)
- ✓ Young people (11-25 years)
- ✓ Elderly (over 60 years)
- ✓ Black and Minority Ethnic communities
- ✓ Refugees/ asylum seekers
- ✓ Women
- ✓ Rural communities
- ✓ People with disabilities
- ✓ Offenders/ ex offenders
- ✓ People in/ leaving care
- ✓ Lone parents
- ✓ People with alcohol or drug misuse problems
- ✓ Homelessness
- ✓ Urban communities

Question 13 and 14 on the application form

Project/Award Costs

Below is the list of allowable and not-allowable expenses for a Big Boost award. Big Boost awards can not be used to pay salaries, either to yourself or to others, nor can they be used to pay educational fees or for a place on a programme. If you have any questions about what is or is not allowed, you can contact us on 0845 410 2030.

Note that if you plan to buy services or items over £100 we will need to see quotes for these items; we will ask to see these quotes if you are invited to an interview.

If you are given a Big Boost award and you plan to buy any one item costing over £500 with your award money, this will be treated as an asset. Under the terms and conditions of a Big Boost award, any assets bought with Big Boost award money will remain the property of UnLtd (the partner that runs the Big Boost). If your project ends, you must make sure that any assets you have bought continue to be used for charitable purposes. If you sell any assets, the money you receive must be returned to UnLtd.

Allowable Big Boost Award Costs

The primary purpose of the spending of Big Boost Award funds must be to help enrich the community and provide a learning opportunity for the winner.

Allowable expenses:

- Insurance
- Mentoring & Support
- Enabling equipment
- Venue Hire
- Advertising & publicity
- Printing
- Equipment Hire
- Materials
- Volunteer expenses
- Travel and subsistence
- IT equipment
- Business start-up

Not allowable:

- Funding of places on existing programmes, e.g., Raleigh International or Common Purpose
- Training – unless it is in support of the project, ie if an applicant needs to go on a training course in order to undertake their project then funding of the training course may be allowable – this is at the Director’s discretion.
- Top up funding for existing project
- Formal academic qualifications (excludes vocational programmes)
- Payment of loss of earnings, professional fees, or other costs leading to personal financial gain of an individual Award recipient
- Payments to contractors or third parties. Funds may be used to employ others where it is integral to the project and the applicant retains primary responsibility and continues to carry out the majority of activities of the project

Question 16 on the application form (Question 8 on Group Member form):**Development needs**

Big Boost awards are as much about helping you to develop as they are about providing funding for young people to do projects that will help their community. If there are any skills or learning that you feel would help your project to succeed, please tell us about it.

We can provide our award winners with training and support; we run some short training sessions and have toolkits covering a range of subjects. If you have a learning need that we cannot cover directly, we can help you to find a suitable training course for you; as part of your Big Boost award, we can pay up to £500 towards individual training/skill development.

Section C of the application form**BACS / Bank Account section**

We pay Big Boost awards directly into our award winner’s bank accounts, using BACS (a system of bank payments). We pay Big Boost awards in a minimum of two instalments; one at the beginning of the award winner’s project and the other following a meeting to review the finances of the award winner’s project. (The finance review is a meeting between the award winner and their award Manager to review the budget and award spending of to date (we will ask to see receipts for any services/items that have been bought during this meeting)).

If your application is eligible for an award and you are invited to an interview, we will discuss suitable dates for your payments to be made (these will depend on your project’s timeline, or the key dates for your project).

If you do not have a bank account and/or are unable to open a bank account, please let us know; if you are given a Big Boost award, we will need you to set up a bank account for your award monies to be paid into.

Section D of the application form

References

To complete your application for a Big Boost award, you need to attach two written references from people who know you and support your application (and the proposed project). At least one of your references should be from someone of standing in your local community, such as one of the following:

- Teacher/lecturer or former teacher/lecturer
- Doctor
- Youth worker
- Probation officer
- Youth Offending Team member
- Police or prison officer
- Minister of religion
- Asylum support worker
- Employment services/job centre advisor
- Justice of the Peace
- Local authority officer

Each reference letter should include the following:

1. The referees address, full name and job title
2. How long the referee has known you
3. What their connection is to you
4. What skills the referee believes you have that will help you to do your proposed project
5. What opinion the referee has on your motivation and determination to complete your proposed project

Note that, if you are applying as a group, your referees should know each member of your group as well.

Section F of the application form (Section D on group member form)

Equal Opportunities and Diversity section

The questions we ask you in our equal opportunities and diversity section of the application form help us to monitor the Big Boost programme. The information is only used for statistical purposes, so your name will not be included in any reviews of equal opportunity or diversity information. This part of the form will be detached from your application before it is assessed by our staff, so your answers here will in no way affect the final decision on your application to us.

The information you give to us on this part of the application form will only be seen by staff working on the Big Boost programme (staff will be at our partner organisations: UnLtd, The Prince's Trust, Changemakers and the Scarman Trust).

We ask the questions at the diversity section of the application form so that we can ensure that we are giving a percentage of our awards to young people who may face more disadvantages in their life.

Police Checks/CRB checks

If as part of your proposed project you plan to work with children and young people aged eighteen or under, or other vulnerable groups where you are in a position of trust, we will ask you to undergo a criminal records check. This is known as a Disclosure, a service provided by the Criminal Records Bureau.

Getting a disclosure can sometimes take a long time! If you need a disclosure for your project, we recommend that you begin the process as soon as you can.

To get a Disclosure you will need to contact your nearest registered umbrella body, who will begin the process on your behalf. You should ask for an Enhanced Disclosure to be provided. If you are undertaking your project on a voluntary basis you will not need to pay a fee for this service. You can find local umbrella bodies through the Criminal Records Bureau website or by contacting them directly:

Criminal Records Bureau Tel: 0870 9090811
www.crb.gov.uk or www.disclosure.gov.uk

Help or additional forms

If you would like help with completing your form, have any questions, or need more forms, please contact our call centre on **0845 410 2030**.

Your Big Boost Award is made to you, or your group, by UnLtd. UnLtd manages the Big Boost programme which is delivered jointly with Changemakers, The Prince's Trust, The Scarman Trust and UnLtd. Any Big Boost Award that may be offered to you is subject to your acceptance of the following terms and conditions, which you should read carefully. If you are unsure about any of the terms and conditions, please let us know before you sign acceptance of them on the proposal (your application form). These terms and conditions, your proposal (the "proposal") which describes your project, our approval and the final timescale and budget agreed by us ("the agreed time scale" and "the agreed budget" respectively) form the agreement* between you, or your group, and UnLtd.

Your Big Boost Award

1. Your Big Boost Award is made to you, or your group, personally. This means that it must only be used by you and you must not transfer it to any other person.
2. You must only use your Big Boost Award for the purposes of your project, which is set out in your proposal, unless we agree to any changes. If you wish to change your project you must first speak to your award manager¹ to obtain their agreement to the changes before you carry them out (they may make conditions upon this agreement). Please be aware that if your proposed project changes are so substantial that your project will no longer be the project for which your Big Boost Award was made, your Big Boost Award may be withdrawn.
3. You must carry out your project within the agreed timescale and the agreed budget. Acceptance of your Big Boost Award is a commitment by you to carry out your project within the agreed timescale and the agreed budget. Please let us know if at any time you are experiencing any difficulties.
4. We are not obliged to make your Big Boost Award to you. This means that we can decide to withhold payment of it or any instalment of it at any time, but we do not expect to do so unless we think that we have a good reason.
5. We will not make any payment of your Big Boost Award until we have received all necessary paperwork and you have attended an Award Day.
6. If any money is paid to you incorrectly, due to an administrative error, you must promptly repay the amount to UnLtd.
7. If your project involves work with children, young people or other vulnerable groups, we will ask you to provide us with a satisfactory disclosure which may be obtained from the Criminal Records Bureaux. All information will be treated in the strictest confidence. We will provide you with further advice and information on how to obtain a disclosure.
8. Your details may be passed to others for the purposes of research for The Big Boost that will help UnLtd improve the ways we work with individuals who receive awards from us and communities. As part of your Big Boost Award you will be obliged to take part in any research that may be carried out on behalf of UnLtd.
9. Please be aware that the information and materials you provide may be displayed on our website www.thebigboost.org.uk. The information will therefore be accessible in countries outside of the European Economic Area which do not necessarily ensure adequate levels of protection for your rights and freedoms as a data subject, in relation to the processing of personal data.
10. It is a requisite of your Big Boost Award that you undertake an End of Award Evaluation with your award manager. If you fail to do so, UnLtd will withdraw your Big Boost Award and begin proceedings to recover the money given to you.
11. These rights may not be altered or extinguished without The Big Lottery Fund's written consent.

¹ Your Award Manager is the person working on behalf of The Big Boost programme who manages your award.

Payment of your Big Boost Award

12. We will pay your Big Boost Award to you in instalments. We may also request that you must first meet certain conditions; any conditions will be detailed in a covering letter.
13. Please be careful to ensure that you do not incur expenses before you sign these terms and conditions as we will not pay/refund those expenses. You should also ensure that your project costs are not higher than those agreed in the agreed budget as we will not normally pay your additional project costs.
14. If, at the end of your project, you have not spent all of your Big Boost Award, you must refund any unspent money to us.
15. If you do not fulfil your obligations under this agreement and we do not think that you have a good reason, then we will not make any further payments of your Big Boost Award to you and we can proceed to recover monies already paid to you.
16. If your Big Boost Award is to be used for part or match funding you must provide written information to show that any balance of funds for your project are likely to be secured.
17. If you are receiving job seekers allowance, income support, housing benefit or working family's tax credits a Big Boost Award to pay for your living expenses may affect your level of benefits. Similarly you may be liable to pay income tax on any Big Boost Award for personal expenditure if you are self employed or in employment. You should seek legal advice, e.g. from a CAB or an independent advice centre, to see how this might affect you. We can provide details of where you may be able to get free advice.

Insurances

18. You agree to:
 - (a) indemnify us in respect of any costs, claims, loss or liability whatsoever suffered by us (including reasonable legal costs and disbursements) as a result of any breach by you of any of the terms of this Agreement or any negligent act or omission by you;
 - (b) to obtain appropriate insurance at all times in relation to all activities you undertake and to ensure that the cover under such policy of insurance is adequate including (without limitation) public liability insurance in respect of your activities for a minimum cover of £2,000,000;
 - (c) to obtain all appropriate approvals, commissions, licences or to carry out any profile checks required by law or required by us, such as Health & Safety or Disclosures, and to confirm that you have done this;
 - (d) provide copies of any insurance documentation that we request.

Accounts and Reports

19. To keep us up-to-date with your progress on your project and to make sure that you are using your Big Boost Award money properly, during the agreed time scale you must:
 - (a) give us regular reports on the progress of your project;
 - (b) follow our guidelines on keeping financial records (a copy of which will be given to you);
 - (c) keep a record of all expenditure of your Big Boost Award together with receipts, submitting these to your award manager when requested;
 - (d) allow us to access your financial records and receipts at any time.
20. We may need to see satisfactory reports referred to in (a) and the receipts referred to in (c) before we make further installment payments of your Big Boost Award to you.
21. In addition, to determine the success of your project, once you have had your final payment you must attend an End of Award Evaluation meeting with your award manager (see point 9 above), which includes recounting your activities, their impact and a final account of the expenditure against the agreed budget.

Publicity

22. Before doing any publicity (including public statements) about your Big Boost Award, your project or about yourself as a Big Boost Award winner you must get consent from the award manager. In publicity you must acknowledge the support of the Big Boost Award in accordance with our guidelines for publicity (a copy of which will be given to you). You must follow those guidelines at all times. Please let us know if you need any help in understanding them.
23. UnLtd or its partners may use information about you and your project in our/their publicity and promotional material at any time including after this agreement has ended.

Assets

24. If you wish to buy an asset (this includes equipment and intellectual property rights) during your project, using your Big Boost Award the value of which is, of £500 or more you must obtain the authorisation of your award manager. In relation to those assets:
 - (a) they will remain our property unless we agree otherwise and at the end of your project you must dispose of them as required by the award manager. If disposal of assets gives rise to any income, we may seek repayment of the whole or any portion of that income.
 - (a) they will only be used for the purposes of the project. Unless the award manager otherwise requires, at the end of your project, you undertake to ensure that any assets are used for charitable purposes.
 - (a) if we end this agreement before completion of your project, under paragraph 23 and 24, then we may keep any of those assets.

Termination and Repayment

25. If you do not meet your obligations under this agreement within the agreed timescale, materially breach a condition of your Big Boost Award, provide fraudulent information to us or you act in a fraudulent manner, we may end this agreement straightaway and may require you to repay all or part of your Big Boost Award.
26. If we discover that your proposal was fraudulent or contained information that was incorrect or misleading in a material way, we may end this agreement straightaway and, if so, you must repay your Big Boost Award to us immediately.

Definitions

27. References in the terms and conditions to "this agreement" are to the terms and conditions, your proposal, our approval and the final approved budget. References to "us" and to "we" are to UnLtd and its agents or assignees.

*** Nothing in this agreement shall create a partnership, as defined in the Partnership Act 1890 or otherwise, between UnLtd and the Award Winner.**

The Big Boost is run in partnership by



THE SCARMAN TRUST

CHANGEMAKERS
enterprising minds, active citizens, future leaders



Prince's Trust