



# Black, Asian and Minority Ethnic Communities Pilot Programme

Northern Ireland

Guidance and application form

You can post us a handwritten copy of your application form, or fill it out on your computer and send it to us electronically. More information on submitting your application can be found at the end of this form.

**If you're filling out the form electronically**

You must only use the latest version of [Adobe Reader](#) to fill out this form. Do not use Preview or any other application.

## Contents

Introduction, grants available and what we can fund .....	3
Before you apply .....	3
Eligibility checker .....	5
What happens when we receive your application?.....	6
Part one - your project details.....	7
Part two - your organisation.....	12
Part three - contact details .....	15
Bank details .....	20
Declaration.....	22
Terms and conditions .....	23
Submitting your application .....	23
Contact us .....	24

# Introduction

Thank you for your interest in the Black, Asian and Minority Ethnic (B.A.M.E.) Communities programme.

## Grants available

There are two levels of grants available. If successful, we would expect all projects to complete within two years. Project timescales can be discussed with the funding officer during assessment.

- Small grants                   £300 to £10,000
- Medium grants               £10,001 to £50,000

**Application deadline: Friday 18th February 2022 by 5pm.**

## What we can fund

We will give priority to groups who have not accessed our funding before.

**These are some examples of what we can fund:**

Training, volunteer expenses, running costs, staff salaries, equipment, room hire, evaluation and project overheads.

If you are unsure of what we can fund, please contact our enquiries line on 028 90 551455 or by email at [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk) and we will be happy to guide you.

# Before you apply

**Is your organisation:**

- set up to support a B.A.M.E. community?
- predominantly B.A.M.E.-led?

**What we mean by B.A.M.E.-led?**

- Your organisation was set up by a person from the B.A.M.E. community
- Your organisation is mainly run by people from B.A.M.E. communities (we mean your board or management committee, for example)
- Your organisation is mainly staffed by people from B.A.M.E. communities. This can include both paid staff and volunteers.

If your answer is yes, check the box below to confirm. If your answer is no, we're sorry, you cannot apply for this funding. If you're unsure, please contact our enquiries line on 028 90 551455 or by email at [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk).

Yes

## Will your project meet at least one of the funding priorities?

- Bring people from B.A.M.E. communities together, to build and develop relationships (for example, this could be community activities such as festivals, social events, educational or language classes).
- Create opportunities for B.A.M.E. communities, their organisations and the B.A.M.E. sector to bring about change (for example, this could be building an organisation's capacity, delivering a service to address issues and challenges or developing a strategic plan for future sustainability).

If your answer is yes, check the box below to confirm. If your answer is no, we're sorry, you cannot apply for this funding. If you're unsure, please contact our enquiries line on 028 90 551455 or by email at [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk).

Yes

# Eligibility checker

Before you start your application, please read the following programme requirements and tick each box to confirm that you understand the programme requirements and are eligible to apply:

## Your organisation must be one of the following:

- A voluntary or community organisation
- A registered charity
- Not for profit company and registered charity
- A constituted group or club
- A not-for-profit company or community interest company

If your answer is yes, check this box to confirm. If you are unsure, please contact us on 028 90 551455 or by email at [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk).

## Does your organisation have at least two unrelated people on its committee?

By unrelated we mean people who are not related by blood to each other, married to each other, in a civil partnership with each other, in a long-term relationship with each other or living together at the same address.

If your answer is yes, check this box to confirm. If your answer is no, we're sorry, you're not eligible to apply for this funding.

## Do you have a UK bank account or building society account? It needs to be in the legal name of your organisation, with at least two unrelated people who can manage the account?

By unrelated we mean people who are not related by blood to each other, married to each other, in a civil partnership with each other, in a long-term relationship with each other or living together at the same address.

If your answer is yes, check this box to confirm. If your answer is no, we're sorry, you're not eligible to apply for this funding.

## You're applying for an amount between £300 and £50,000 and your project will be delivered in Northern Ireland.

If your answer is yes, check the box above to confirm. If your answer is no, we're sorry, you're not eligible to apply for this funding.

## If you are an un-constituted group of people working for the benefit of your community

We can also accept applications from an un-constituted group of B.A.M.E. people working for the benefit of their community.

To apply as an un-constituted group you will need to be working with a B.A.M.E.-led sponsor organisation. A sponsor organisation is one that knows you, is willing to support you with your project and take responsibility for our funding. They will need to complete the application form and meet the eligibility requirements set out above.

If you are working with a sponsor organisation please contact us and we will let you know what we need.

# What happens when we receive your application?

1. We will acknowledge receipt of your application by sending an email to your main contact.
2. We will assign your application to a funding officer.
3. A funding officer will be in touch with you to have a chat about your application – this is to help us understand more about your organisation and your project idea
4. If you are eligible and your project idea meets at least one of the funding priorities, the funding officer will write up a short report with a recommendation. It will go to the decision making panel meeting in March 2022 and you will be informed of the decision no later than 31st March 2022.
5. If you are not eligible and/or your application does not meet at least one of the funding priorities, the funding officer will let you know the reasons why.

## Applying to us in a different way?

If you wish to apply to us in a different way, you can send us a short video, for example. We are happy to have a chat with you and provide help. Please contact our enquiries line on 028 90 551455 or by email at [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk).

## Your project details

### Project name

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

The project name should be simple – for example, Family Festival

### Project location

#### What is the postcode of where your project will take place?

If your project will take place across different locations, please use the postcode of the building or address where most of the project will take place. You must provide the full postcode. If the location doesn't have a postcode, use the one closest to your project location area.

If you do not know the postcode, you can use the Royal Mail Postcode Finder ([royalmail.com/find-a-postcode](https://royalmail.com/find-a-postcode)) to try and find it.

#### What area will most of the project take place in?

If your project covers more than one area, tell us where most of it will take place.

#### Tell us all the locations the project will run in

In your own words, tell us all the locations that you'll be running the project in. For example, Fermanagh or Enniskillen, Belfast or Rosetta.

### Project dates

We plan to make our final decisions on which projects to fund by the end of March 2022. So, we would expect the projects we fund under this programme to start from April 2022 onwards.

#### What date will your project start on?

Day            Month            Year

#### What date will your project end on?

Day            Month            Year

Your project can't last longer than two years. We will discuss this with you during the assessment process.

## Your Idea

### What is your project and what will it do ?

You can write up to 400 words for this section, but don't worry if you use less.



## **Who does your project aim to support?**

Who will be involved in your project and how will they be involved?

**You can write up to 400 words for this section, but don't worry if you use fewer.**

## How does your project meet at least one of the funding priorities?

- Bring people from B.A.M.E. communities together, to build and develop relationships
- Create opportunities for B.A.M.E. communities, their organisations and the B.A.M.E. sector to bring about change

**You can write up to 400 words for this section, but don't worry if you use fewer.**



## Your organisation

### Organisation details

#### What is the full legal name of your organisation?

This must be as shown on your governing document. Your governing document could be called one of several things, depending on the type of organisation you are. For example it may be called a constitution, trust deed or memorandum and articles of association.

You might find it on a registration website - for example, Companies House or a Charities Register

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

This is how you might be known if you're not just known by your legal name (the legal name is on your governing document or registration website).

Yes

No

#### Organisation trading name

If your organisation uses a different name in your day-to-day work, please write it below

### What is the main or registered address of your organisation?

Please enter the full address, including house name or number and postcode below.

#### Building and street

#### Town or city

#### County

#### Postcode

## Telephone number

## Organisation website (optional)

### When was your organisation set up?

This is the date your organisation took on its current legal status. It should be on your governing document. If you do not know the exact date or month, please give us an approximate date.

**Day**            **Month**            **Year**

#### **Unregistered voluntary or community organisation**

An organisation set up with a governing document - like a constitution but is not a registered charity or company.

#### **Not-for-profit company**

A company limited by guarantee - registered with Companies House.

#### **Registered charity (unincorporated)**

A voluntary or community organisation that's a registered charity but is not a company registered with Companies House.

#### **Community Interest Company (CIC)**

A company registered with Companies House. And the Community Interest Company (CIC) Regulator.

#### **Faith-based group**

Like a church, mosque, temple or synagogue.

#### **Not for profit company and registered charity**

## Registration numbers

If you are a registered charity and/or a registered company and you have any reference or registrations numbers, tell us what they are:

If you don't have any reference or registration numbers, please move on to the next question.

### Charity registration number

### Companies House number

## Organisation finances

### When was the end of your last financial year?

If you're a new organisation, when will your first financial year end?

**Day**            **Month**        **Year**

### What is your total income for the year?

If you are a new organisation, and have no income, just add £0

## Contact details

### We need the details of two different people:

- a senior contact - this is the person who's legally responsible for your grant (this could be the most senior person in your organisation)
- a main contact - this is the person we'll contact about this application (this might be the person filling this in).

First, please give us the contact details of the senior contact in your organisation.

### Senior contact

**Your senior contact must be at least 18 years old and is legally responsible for ensuring that:**

- this application is supported by the organisation applying
- any funding is delivered as set out in the application form
- the funded organisation meets our monitoring requirements.

**The senior contact needs to be a:**

- Director or Company Secretary - Company/Incorporated Charity (We would expect the senior contact to be named on the organisation's Companies House website)
- Chair, Vice Chair, Treasurer or Trustee - All other types of organisation (including registered charities).

### Full name of senior contact

**This person must live in the UK.**

This cannot be a nickname or a short version of their name. We need their full first name to check their identity. If you do not give us this, it could delay your application.

### Senior contact first name

### Senior contact last name

### Date of birth

We need their date of birth to help confirm who they are. And we do check their date of birth, so make sure you've entered it correctly. If you do not, it could delay your application.

**Day                      Month                      Year**

**Senior contact should be at least 18 years old**

## **Job title or position**

## **Email**

## **Telephone number**

## **Senior contact's home address details**

We need their home address to help us confirm who they are and to complete some of our assessment checks, so please check you've entered it correctly. If it's not correct, this could delay your application.

### **Building and street**

### **Town or city**

### **County**

### **Postcode**

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

Yes

No

## **Senior contact's previous home address**

If the senior contact has not lived at this address for the last three years, please tell us their previous address.

### **Building and street**

### **Town or city**



## County

## Postcode

**Please tell us about any particular communication needs this contact has.**

### Main contact

Please give us the contact details of a person we can get in touch with if we have any questions. The main contact is usually the person filling in the form, so it's probably you.

The main contact does not need to hold a particular position. They need to be at least 16 years old and have an understanding of the current financial status of the organisation.

**The two contacts also cannot be:**

- related by blood to each other
- married to each other
- in a civil partnership with each other
- in a long-term relationship with each other
- living together at the same address.

**The main contact must be a different person from the senior contact.**

### Main contact first name

**This person must live in the UK.**

This cannot be a nickname or a short version of their name. We need their full first name to check their identity. If you do not give us this, it could delay your application.

## Last name

### Main contact date of birth

We need their date of birth to help confirm who they are. And we do check their date of birth, so make sure you've entered it correctly. If you do not, it could delay your application.

**Day                      Month                      Year**

**Main contact should be at least 16 years old.**

**Job title or position**

**Email**

**Telephone number**

### **Main contact's home address details**

We need their home address to help us confirm who they are and to complete some of our assessment checks, so please check you've entered it correctly. If it's not correct, this could delay your application.

**Building and street**

**Town or city**

**County**

**Postcode**

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

Yes

No

### **Main contact's previous home address**

If the main contact has not lived at this address for the last three years, please tell us their previous address.

**Building and street**

**Town or city**

**County**

**Postcode**

**Please tell us about any particular communication needs this contact has.**

# Bank details

## Bank account details

We need your organisation's bank details to pay the funding into your account if your application is successful. You need to have a UK bank account or building society account. It needs to be in the legal name of your organisation, with at least two unrelated people who can manage the account.

### **Tell us the name of your organisation – as it appears on the bank statement**

(Not the name of your bank)

### **Is the account we will be paying into a bank account or a building society account?**

Bank account

Building society account

### **Sort code**

### **Account number/Building society number**

## Bank statement

You must attach your bank statement as a PDF, JPEG, or PNG file. Unfortunately, we cannot accept Word documents, but photos of your bank statements are fine.

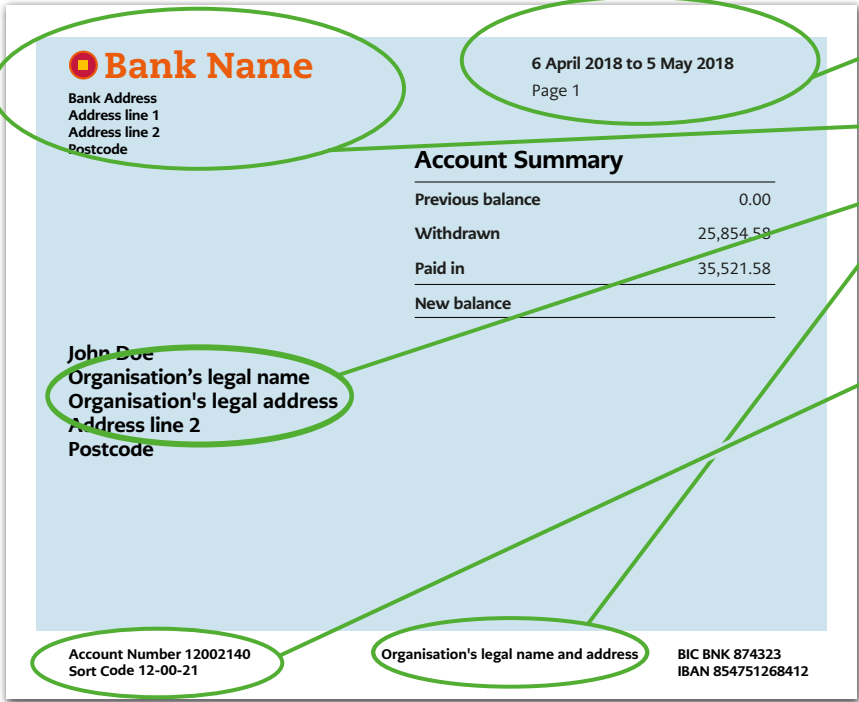
Please make sure that we can clearly see the following on your bank statement:

- Your organisation's legal name
- The address the statements are sent to
- The bank name
- Account number
- Sort code
- Date (must be within three months)

Your statement needs to be less than three months old. For bank accounts opened within the last three months, we can accept a bank welcome letter. This must confirm the date your account was opened, account name, account number and sort code.

Here's a handy picture of the kind of bank statement we're looking for.

You need to include a page from a bank statement from within **the last three months** that shows all the information below, so we can verify your account information should your application be successful.



- ✓ The bank statement should be from within the **last three months**.
- ✓ The bank's name or logo must be included.
- ✓ The name on the bank statement must be your **organisation's legal name**, and match the name on your application. The statement should include the **address where the statements are sent**.
- ✓ The statement you send needs to have the **account number and sort code** clearly visible.

If one page of your bank statement contains all of the above information, **please only send that page**.

If you have a new bank account opened within the last three months, we can accept a bank welcome letter instead of a statement. The letter must confirm the date the account was opened and all of the account details.

**Online statements**  
As online statements often do not have all the information we require, applicants should request a full statement from their bank.

**Organisation address is different from the bank statement address**  
We expect the address on the statement to match that of the organisation, however we recognise there may be justification for statements to be sent to another address such as the treasurer or legally responsible contact.

**What we cannot accept;**

- Transaction listings
- Statements where the organisation's name is abbreviated
- Bank accounts in the name of a person, or two individuals trading as a named organisation.

# Declaration

Before you can complete your application, you must check the boxes below to confirm that:

You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and accept the terms and conditions set out on their behalf.

All the information provided in this application is accurate and complete; and you will notify us of any changes.

You understand that we will use any personal information you have provided for the purposes described under our [tnlcommunityfund.org.uk/freedom-of-information](https://tnlcommunityfund.org.uk/freedom-of-information).

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 [tnlcommunityfund.org.uk/data-protection](https://tnlcommunityfund.org.uk/data-protection).

## Full name of main contact completing this form

## Position in organisation

We know the vast majority of the many thousands who seek and use our funding are genuine. However, we sometimes receive fraudulent applications and so we have a duty to carry out checks on individuals at organisations which apply for grants. The personal information we have collected from you will therefore be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment.

Further details of how your information will be used by us and these fraud prevention agencies, your data protection rights and how to contact us, can

be found in our full Data Protection and Privacy Notice which is published on our website [tnlcommunityfund.org.uk/data-protection](https://tnlcommunityfund.org.uk/data-protection).

Contact us to request a hard copy by telephoning our advice line on 0345 410 2030, or by writing to Customer Services, The National Lottery Community Fund, 2 St James' Gate, Newcastle upon Tyne, NE1 4BE.

# Terms and conditions

We have terms and conditions related to the grant size you are applying for. It is important that you read these carefully as you will be asked to sign up to these terms and conditions if you are successful and receive a grant from us.

## Small grants £300 - £10,000

[tnlcommunityfund.org.uk/funding/standard-ts-and-cs-awards-for-all-2021-dec](https://tnlcommunityfund.org.uk/funding/standard-ts-and-cs-awards-for-all-2021-dec)

## Medium grants £10,001 - £50,000

[tnlcommunityfund.org.uk/about/customer-service/standard-terms-and-conditions-of-national-lottery-funding-over-10-000](https://tnlcommunityfund.org.uk/about/customer-service/standard-terms-and-conditions-of-national-lottery-funding-over-10-000)

# Submitting your application

Email your completed form to [enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk) putting the name of your organisation into the email subject line. We prefer to receive application forms by email, however if you don't have access to email please post your application and bank statement documentation to:

The National Lottery Community Fund, 1 Cromac Quay, Belfast, BT7 2JD

Please don't send us any additional information at this stage, unless we have specifically asked you to do so.

## Contact us

If you have questions about the information we ask for in this form, or difficulty submitting it, please get in touch by emailing:

[enquiries.ni@tnlcommunityfund.org.uk](mailto:enquiries.ni@tnlcommunityfund.org.uk)

## Connect with us



/TNLCommunityFundNorthernIreland



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