

# Application form



In partnership with



# VILLAGE SOS

## Welcome to the second stage of the Village SOS Competition

Your project is one of the enterprising ideas we have invited to submit a full application form. We'll be asking you more detailed questions about your idea, its budget and how you'll manage your new enterprise. This stage is still competitive.

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

- ▶ Call our advice line: 0845 4 10 20 30
- ▶ Send us an email: [competition@villagesos.org.uk](mailto:competition@villagesos.org.uk)
- ▶ Contact us using a textphone if you have a hearing impairment: 0845 6 02 16 59.

**You should continue to use the Village SOS Community ([www.villagesos.org.uk](http://www.villagesos.org.uk)) and Advice Line (0845 434 9123) to develop your project.**

## Filling in the form

- ▶ The form is in six parts.
- ▶ Before you start filling in the form, make sure you have read through it carefully.
- ▶ For some questions, there are help notes provided that will make completing the form easier.
- ▶ Keep your answers by saving them regularly.
- ▶ Make sure you complete the declaration section in part six of this form.
- ▶ Email your form to [competition@villagesos.org.uk](mailto:competition@villagesos.org.uk) by **2pm on Thursday 2 February 2012.**

## Key points about the Village SOS Competition

- ▶ **You can ask for between £10,000 and £30,000 to cover some or all of your costs.**
- ▶ **We cannot pay more than £25,000 for capital costs and would encourage you to use the grant for both revenue and capital expenditure.**
- ▶ **We must be the majority funder (so if you ask for £20,000, your total project cost must be under £40,000).**
- ▶ **You will need to be able to spend our grant within 12 months of us confirming you are successful.**

## 1 Are you still eligible?

When we invited you to the second stage of the competition we believed that you were eligible to apply. Your circumstances may have changed since then so we will carry out similar checks when you submit your application.

To avoid spending your time completing an application when you are no longer eligible, keep in mind that:

- ▶ Only voluntary and community groups or organisations such as charities, community organisations, social enterprises, village and community-based co-operatives can enter.
- ▶ We will not give money to;
  - businesses that are run for private profit
  - individuals and sole traders
  - organisations based outside the UK
  - public bodies such as schools, local authorities, parish, community and town councils
  - applications made by one organisation on behalf of another.
- ▶ Your project must be in a rural village, or a small rural town, with a population of less than 3,000 people.
- ▶ We are unlikely to fund organisations that are in poor financial health or those that have had a previous grant from us which has not been managed satisfactorily.

If your circumstances have changed since you entered the competition, please contact us so we can confirm whether you are still eligible to apply.

## 2 What we can't pay for

The following list gives you an idea of what we can't pay for. It is not exhaustive and when we assess your application we may want to discuss your project costs in more detail.

- any costs you incur when putting together your application
- any expenditure incurred or committed before we confirm our grant (including deposits)
- building projects where we contribute more than £25,000 including VAT (total costs of the work must also ensure that we are the majority funder so the capital costs of your project cannot be more than £50,000 including VAT)
- building projects where the ownership or lease is not yet in place
- building projects where planning permission has not been applied for
- projects that are entirely focused on making current facilities and services accessible
- activities that public bodies have a legal obligation to pay for
- existing activities and repeat or regular events, including those we have funded before
- items that mainly benefit individuals (for example, equipment that is not shared)
- items that are purchased on behalf of another organisation
- endowments (to provide an income)
- loans, interest payments or mortgage deposits
- ongoing staff costs (including salaries of permanent or fixed term staff)
- political or religious activities
- projects that you cannot maintain because of high ongoing costs or the need for specialist skills
- projects that can't be completed within 12 months of the date of the letter confirming the grant
- purchase of alcohol
- routine repairs and maintenance
- stock
- VAT that you can recover.

### 3 Projects working in more than one village

We anticipate most projects will be working in a single village but accept that in some circumstances it will be appropriate to work across a number of communities. If you are applying for such a project then just give us the details of the lead village making the application.

Depending on the nature of your community enterprise, you will need to show that you have consulted with all of the communities subject to the application.

### 4 Land and buildings

Projects involving work on land or a building (including refurbishment) can be complicated and take time to complete. We need to be sure that you can spend your grant within 12 months of the date of our letter confirming you are successful.

So if you need planning permission, you must apply for it before you submit your application.

You also need to own the freehold of the land or building, or hold a lease that cannot be ended by the landlord for at least five years. These should both be in place before applying to us.

### 5 Equal opportunities

We expect projects to be open to all who want to be involved, unless you can give a very good reason why this should not be the case.

If you plan to restrict who can take part you should explain why in your application (under question 6g), so that we can consider whether this is acceptable.

Your application should show your commitment to our equality principles, which are explained in our 'Equality Matters' guide. You can get this from our website ([www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)) or advice line:

(0845 4 10 20 30).

### 6 Help with governing documents

If you don't already have a governing document in place then you will need to set one up before we pay you any money. It will save a great deal of time if you have already done this before you send us your application.

A governing document sets out in writing how an organisation works. It may be called a number of things, such as a constitution, set of rules or trust deed. It explains what your organisation is set up to do and how it does it.

We need to be sure that the organisations we fund are set up properly and able to manage a grant. Considering an organisation's governing document is one way we do this.

The Village SOS Community ([www.villagesos.org.uk](http://www.villagesos.org.uk)) provides useful advice on the types of legal structures available. You can also give the Village SOS Advice Line a call on 0845 434 9123 for more information.

We also provide some advice on governing documents in the '**Guide to accepting a conditional offer**' which you should have received with this form.

### 7 What happens next?

When we receive your application we'll check that your organisation can apply and your project is still something we can support. Then we'll use a scoring system to help us decide which projects to fund.

We'll give more points to applications that:

- have a clear enterprising idea
- clearly show that the project is needed
- demonstrate strong community involvement which seeks to involve as wide a range of people as possible
- have strong plans for how the community enterprise will be managed and sustained in the longer-term.

The application will take you through the main steps you'd need to consider to develop your community enterprise in detail.

## 8 What happens if you are successful?

If we make you a conditional offer you will need to accept our terms and conditions and send us some documents that allow us to check how your organisation is run. You cannot start your project until we've approved these, so you need to allow at least four weeks from when we will tell you our decision before you start your project. See our **'Village SOS terms and conditions of grant'** which you should have received with this form.

You will need to be able to spend our grant within 12 months of the date of our letter confirming that you are successful.

We'll need you to send us the following if we make you a conditional offer:

- signed offer letter and terms and conditions
- annual accounts or 12 month projection
- bank or building society details form
- bank statements or certified copies
- governing document (unless you are a registered charity or company limited by guarantee).

We explain each requirement in the **'Guide to accepting a conditional offer'** which you should have received with this form.

## 9 Celebrating success

Once we've checked everything you send us and confirmed our grant you can get started and tell everyone about it. We hope that everyone in your community will be proud of your achievement and want to get involved.

Please ensure your Village is registered on [www.villagesos.org.uk](http://www.villagesos.org.uk) and that you update your Village profile regularly, this enables other communities to see what you have achieved, be inspired by your project and learn from your experience. Our Communications team may also be in touch to ask you to take part in events or contribute to case studies or articles.

We will ask you to fill in a quick monitoring form every three months so you can tell us about your project's progress. We'll also need you to complete an end of grant report, telling us how the grant has been spent and what you achieved with it. We may ask to see original receipts.

# Your Village SOS application

## Part one of six: About your organisation

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

Organisation name

Main or registered address

Postcode

#### Which address would you like us to use for correspondence:

The organisations main or registered address (above)

The address for the main contact at question 10

### 2. Where are the people who will benefit from your community enterprise based?

Local authority area

Village or postcode

### 3. Does your organisation have a website?

If yes, what is its address?

### 4. What type of organisation are you?

An informal committee or association (such as a village committee)

An unincorporated group (such as a trust)

A voluntary and community organisation (this includes charities, companies limited by guarantee and other forms of social enterprises)

Other, please describe below:

### 5. Is your organisation VAT registered?

If yes, what is your VAT registration number?

#### Question 1

If you are an informal committee or association, the name you put here will be the name you will use on your governing document if you are successful.

If you are an established organisation, you will need to tell us your registered address (as shown on your governing document). If you are a new organisation, this should be your main correspondence address.

#### Question 2

Tell us the local authority area and village where the people who will benefit from your community enterprise are based.

If the people who will benefit are from a number of places, give the local authority area and postcode of the lead village making the application.

#### Question 4

Please tick one box only.

We explain which types of organisations are eligible to apply under 'Are you still eligible?' in our application guidance. If you are not one of these groups then you should contact us.

#### Question 5

You may need to pay VAT on purchases you make. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs. If you later find that you can recover VAT that we have included in our grant, you must repay this amount to us.

## 6. Organisation details

- a) Charity number (if applicable)
- b) Company number (if applicable)
- c) HMRC number (if applicable)
- d) When did your organisation start?
- e) How many people are on your organisation's governing body, management committee, board of directors or trustees?

- f) Are you a branch of a larger organisation? Yes   
No

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

What is the address of the larger organisation?

Postcode

- g) Are there any restrictions on who can join your organisation? Yes   
No

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

## 7. Bank account

Do you have a UK bank or building society account in the name of your organisation with at least two unrelated people required to sign each cheque or make a withdrawal?

- Yes
- No, but we will put this in place if we are awarded a grant

## Question 6

Tell us the month and the year your organisation was established (i.e. mm/yyyy).

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

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 a right of appeal for anyone refused membership.

## Question 7

If your organisation is not a registered charity, you will need to set up a separate bank or building society account for the sole purpose of receiving and administering our grant. This account must bear the legal name of your organisation and state BIG in brackets, for example 'Roxton Community Association (BIG)'

## 8. Annual accounts

Select one option then 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 or have not previously needed to produce annual accounts

Account year ending: Day	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>
Total income for the year	<input type="text"/>				
Total expenditure for the year	<input type="text"/>				
Surplus or deficit at the year end	<input type="text"/>				
Total savings or reserves at the year end	<input type="text"/>				

## 9. Has your organisation applied to Big Lottery Fund before?

If yes, what is the reference number of your most recent application?

URN:

### Question 8

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 Village SOS in your projection.

This should include all the income your organisation has received and all items of expenditure for your last financial year.

If you are providing a 12-month financial projection, this should include all the income and expenditure for your coming financial year.

## Part two of six: Contact details

### 10. Main contact

Title Mr  Mrs  Ms  Miss

Forename

Surname

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Position or job title

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Will this person be legally responsible for the grant?

- Yes
- No, the person named as the second contact in question 11 will be

**Date of birth**

Day

--

Month

--

Year

--

Home address for correspondence

--

Postcode

--

Telephone number one\*

Telephone number two\*

--	--

\*At least one of these must be a landline number

Email address

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Does this person have any communication needs?

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We need the details of two different people from your organisation who we can contact if we have questions. We ask for their date of birth and address to help us prevent and detect fraud.

One of the contacts must be someone who will be legally responsible for the grant. They must be over 18 years old.

▶ For most organisations it should be your chair, secretary, treasurer or other senior member of your management committee.

▶ For companies it should be a director or the company secretary.

#### Question 10

This must be the person who submits the application to us. They should be someone from your organisation who can answer any questions we may have about your application. We'll write to this person with our decision.

If they hold a position of chair, secretary, treasurer or other senior member of the management committee (or director or company secretary for companies or trustee for charities) then they can also be legally responsible for the grant. If they do not hold an appropriate position to be legally responsible for the grant, the second contact should hold one of these positions and be legally responsible for the grant (see overleaf).

## 11. Second contact

Title Mr  Mrs  Ms  Miss

Forename  Surname

Position or job title

Will this person be legally responsible for the grant?

Yes

No, the person named as the main contact in question 10 will be

**Date of birth** Day  Month  Year

Home address for correspondence

Postcode

Telephone number one\*  Telephone number two\*

\*At least one of these must be a landline number

Email address

Does this person have any communication needs?

### Question 11

This must be another person from your organisation who knows about your project. If the main contact is legally responsible for the grant (see previous page) then the second contact can hold any position within the organisation.

If the main contact is not legally responsible for the grant, the second contact must hold one of the positions listed on the previous page, and they must be legally responsible for the grant.

## Part three of six: About your community enterprise

### 12. What is the name of your community enterprise?

### 13. Briefly describe your project. Tell us your business idea and any important assets (physical or otherwise) that your project will use or develop. Write up to 2,000 characters (about 300 words).

### 14. What is the need (or needs) your community enterprise will address? Write up to 2,000 characters (about 300 words).

#### Question 12

Give us a short title that we could use for publicity purposes. This may be your organisation name.

#### Question 13

Describe your community enterprise. Be specific about what you will do, how you will do it, who will be involved and what they will do.

There is detailed information about what we will not fund under 'What can't we pay for' in our application guidance. Read this carefully to check that we can fund what you want to do.

#### Question 14

Tell us about:

- any particular social or economic issues facing your village
- any relevant studies, pilot projects or other research that has been carried out
- any knowledge or learning from existing services
- how your project would make a difference to your village.

## 15. How have you consulted with the people in your community?

Write up to 2,000 characters (about 300 words).

### Question 15

Tell us:

- what consultation you have done and the methods you used
- how many people were involved and the level of response you received
- the results of the consultation
- how you have acted on what people have told you.

## 16. How will you publicise your community enterprise and promote community involvement? Write up to 2,000 characters (about 300 words).

### Question 16

Tell us:

- what methods will be used to publicise your project and its achievements
- who the target audience will be for any communication
- how the people and organisations in your village will be involved in making your enterprise happen.



**d) How much money are you asking from us?**

<b>Capital</b>	£
<b>Other costs</b>	£
<b>Total amount requested from us</b>	£

**e) Where is the rest of the money coming from?**

Source of funding	Total (£)		Is it secured?	
	£		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	£		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	£		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	£		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	£		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	£		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Total amount from other sources</b>	£			

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

Yes, answer a) and b) below       No

**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 has been granted (please provide details below)

or

Planning permission has been applied for (please provide details below)

<b>Date planning permission was applied for or granted</b>	
<b>Reference number of the planning application</b>	

**Question 17d**

The total requested from us must be between £10,000 and £30,000.

The total capital contribution from us must not exceed £25,000.

**Question 17e**

The total amount of other sources and the total grant amount requested from us (in question 17d) should be equal to your total project cost.

**Question 18**

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 from completion of the project.

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

If you need planning permission you must apply for it before you send us your application.

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

## 19. Does your community enterprise involve working with children, young people under the age of 18 or vulnerable adults?

Yes  No

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?

Yes  No, but we plan to have this in place by the time we start the project.

## 20. Insurance and safety

Do you have any of the following (select all that are relevant):

- Public liability insurance
- Leaders' qualifications
- Affiliation to a governing body
- Other insurance

If you answered yes to any of the above, please give more details. Write up to 1,300 characters (about 200 words).

### Question 19

If your community enterprise will involve working with children, young people or vulnerable adults, you must have a policy that explains how you will make sure they will be safe. It is your responsibility to have acceptable safeguarding policies and procedures in place which we may ask to inspect at any time if we offer you a grant.

The NSPCC has produced a guide for organisations to safeguard children called 'Firstcheck'. You can find out more at [www.nspcc.org.uk](http://www.nspcc.org.uk) or you can buy a copy by calling 020 7825 7422.

### Question 20

Depending on your community enterprise, you may need public liability insurance or qualified leaders. It is your responsibility to ensure you have adequate insurance in place.

This should include cover for any assets you buy or events and activities you run using our grant. We may ask to look at these policies at any time.

Your organisation must be affiliated to a governing body if your project involves a dangerous sport or activity,

**Part four: Your business plan**

**21. Why have you chosen this business idea over the other options considered?** Write up to 2,000 characters (about 300 words).

**22. What are the existing local businesses that will be your competition? What opportunities have you explored for collaboration?** Write up to 2,000 characters (about 300 words).

**Question 21**

Tell us about the various options you considered to meet the needs you identified in question 14. What made the option you have chosen the most suitable? Why were the others rejected?

**Question 22**

Where appropriate, tell us what the competition is and where it is located relative to your community. Does any competition threaten your own plans? What steps have been taken to explore collaboration?

**23. How will your community enterprise be managed?** Write up to 2,000 characters (about 300 words).

**24. How will your community enterprise generate money?**

**a) What are your plans for generating money?** Write up to 2,000 characters (about 300 words).

**Question 23**

Tell us:

- how staff, volunteers and other human resources within the project will be managed
- who will manage the project finances and what experience they have
- what other resources or experience you will need and where this will come.

**Question 24a**

How you generate money will depend on your community enterprise.

If you are going to be selling a product (for example bread, souvenirs or paintings) then you must consider how much it will cost for people to make it and the equipment or materials you will need.

If you are offering a service of some kind, then there will be costs associated with providing this that you will need to take into account when you decide how much to charge your users.

Tell us:

- the costs associated with producing your product or providing your service
- how you have worked out this figure
- how much you will retail your product or service for
- who you hope to retail the item or service to.

**b) List your anticipated sources of income across the first three years of your community enterprise.**

Description	Year one (£)				Total (£)
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Description	Year two (£)				Total (£)
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Description	Year three (£)				Total (£)
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	

**Question 24b**

Under 'Description', tell us the source of income. This includes income that is earned (such as charges to your users) or unearned (such as grants or donations).

The headings you use will depend on the nature of your enterprise but may include:

- Local fundraising
- Entrance fees
- Private room hire
- Retail sales.

If your enterprise will involve the sale of specific products, provide a suitable description (i.e. souvenir or bread sales).

**25. What will you do to make sure that your community enterprise can continue beyond its first year?** Write up to 2,000 characters (about 300 words).

**Question 25**

We need to know how you plan to continue your work beyond the first year. For example, you may wish to:

- propose a financial review after 9 months allowing staffing, pricing and customer numbers to be adjusted
- invite a local bank or accountant professional on to your management committee
- investigate the purchase of equipment that may have previously been leased
- undertake open recruitment to replace the interim manager or staff on short-term contract to more secure employment
- Please give us specific examples.

**26. List the key activities, actions or events you will undertake over the next year as part of your community enterprise.**

By when	Activity

**Question 26**

Please tell us, in as much detail as possible, the key activities or tasks you will undertake to get your community enterprise off the ground.

Where you identified activities to continue your community enterprise beyond the first year (in question 25), please include these in your list.

By when	Activity

## Part five of six: Monitoring

Tell us who will mostly benefit from your community enterprise. This helps us find out the types of projects that apply to us, so that we can check that we are giving out Lottery money fairly. We won't use what you put in this part of the form to assess your application.

If you select 'No' this tells us that your project is open to all people in that category.

### 27. Ethnic background

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

No  Yes, tick up to three boxes below

#### White

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

#### Asian/Asian UK

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

#### Mixed/Multiple ethnic groups

- Mixed ethnic background

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

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

#### Any other ethnic group

- Arab
- Any other ethnic group

### 28. Gender

Will your project mostly benefit people of a particular gender?

No  Yes, tick one box below

- Male
- Female

### 29. Age

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

No  Yes, tick up to two boxes below

- 0-24 years
- 25-64 years
- 65+ years

### 30. Disability

Will your project mostly benefit disabled people?

No  Yes

### 31. Faith

Is your project directed at, or of particular relevance to, people of a specific faith?

No  Yes, tick one box below

- No religion
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other religion

### 32. Sexual orientation

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

No  Yes

### 33. Is your project in Wales

No  Yes

If yes, how many of the people who will benefit from your project speak Welsh?

- All
- More than half
- Less than half
- None

### 34. Is your project for people in Northern Ireland?

No  Yes

If yes, which community do those benefiting from your project mainly belong to?

- Mainly Protestant (more than 60 per cent)
- Mainly Catholic (more than 60 per cent)
- Both Catholic and Protestant (less than 60 per cent each)
- Neither Catholic nor Protestant

## **Part six: Submitting your application**

### **Data Protection and Freedom of Information**

Your completion of the declaration section overleaf will be taken as confirmation of your understanding of our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and your acceptance that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

#### **Data Protection**

We will use the information you give us during assessment and during the life of the 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.

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.

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.

### 35. Declaration

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

<input type="checkbox"/>	You have answered all the relevant questions in this application form.
<input type="checkbox"/>	You are authorised by the organisation named in question 1 to submit this application, which has been approved by the person legally responsible for the grant named in part two of this form.
<input type="checkbox"/>	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.
<input type="checkbox"/>	You understand and accept our obligations under the Data Protection and Freedom of Information Acts as set out above.
<input type="checkbox"/>	If we make you a conditional offer you will send us the relevant documents set out in our <b>'Guide to accepting a conditional offer'</b> within 20 working days and you accept that we may withdraw any conditional grant offer if you do not.
<input type="checkbox"/>	The organisation named in question 1 has the legal power to deliver the project described and is able to comply with the <b>'Village SOS terms and conditions of grant'</b> , which you should have received with this form.

### Sending us your application

**Your application must reach us by 2pm on Thursday 2 February 2012.** We won't consider any applications we receive after this deadline.

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

[competition@villagesos.org.uk](mailto:competition@villagesos.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:

**Village SOS Competition**  
**Big Lottery Fund**  
**Apex House**  
**3 Embassy Drive**  
**Edgbaston**  
**Birmingham**  
**B15 1TR**

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.