

Young Roots

Application form – For grants from £3000 to £50,000 for projects led by young people

(We fill in this section)

**Date we received your full application
and supporting documents:**

Application number:

This is a reference-only version of the Young Roots online application form. It is intended to guide you through the questions you will be asked by the online form but does not reflect the presentation or functionality you will see and use when completing the online form.

Before you complete an online form, please read the relevant programme guidance.

Please note that we will not assess your application if you have not filled it in fully. We will return your application form to you if you do not:

- answer all the questions;
- provide the correct supporting documents (do not send more than we ask for); or
- include the correct signature on the declaration.

The official date we receive your application is when we have received your correct supporting documents and correctly signed declaration after you send your fully filled-in application form through our website.

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Title of the project

Section one Your organisation

1a Name and address of your organisation.

- Give the official or registered address of the lead organisation in your partnership.
- The name should be the same as on your constitution.

Full postcode

1b Address of your project if different from 1a

- If you are not able to give an address, give the full postcode of the nearest building.

Name of the site or place

Address

Full postcode

1c Details of main contact person

- This should be someone who can talk about your application in detail.

Name

Position

Address (if different from 1a)

Full postcode

Daytime phone number (include the area code) – this should not be a mobile number.

Mobile number (optional) – please tell us if this is the number you prefer us to contact you on.

E-mail address

We will send all correspondence to the e-mail address. If you would prefer to receive correspondence by post, tick this box.

1d **The legal status of your organisation.**

Please tick one of the following.

- Local authority
- Other public-sector organisation
- Organisation not in the public sector

If your organisation is not in the public sector, please tick one of the following.

- Church organisation or other faith-based group
- Community or voluntary group
- Other (please say which)

If your organisation is any of the following, please provide the details shown.

- Company – give the registration number

- Registered charity in England, Wales or Scotland – give the registration number

- Charity recognised by HM Revenue & Customs in Northern Ireland – give the reference number

1e **Describe your organisation's main purpose and regular activities.**

- Describe the aims of your organisation or partnership.
- Tell us how many paid staff and how many volunteers are in your organisation.
- Describe your organisation's regular activities and explain how they are funded.

1f **Details of your bank account**

Account name

Name and address of bank or building society

Sort code

Account number or roll number

1g **Are you VAT registered?**

Yes No

If 'Yes', give the registration number.

1h **If your project involves work to buildings, land or objects, do you own these outright?**

It is unusual for a Young Roots project to include physical work to a building, land or heritage object so you can normally move on to the next question (mark this one as N/A). If your project does include this kind of work (for example, conserving a historic motorbike or a pond in a nature reserve), read the ownership requirements in the *Introduction to the Young Roots programme*.

- Tell us if your organisation has or is planning to take out a mortgage or other loan secured against the land or building that is part of your project.
- If you do not own the land, building or item, tell us who does.

1i **If your project involves work to land or buildings with a lease, say how many years are left before the lease runs out.**

It is unusual for a Young Roots project to involve land or buildings so you can normally move on to the next question. If your project does involve work to land or buildings, you must read the ownership requirements in the *Introduction to the Young Roots programme* and answer this question.

Any lease must have at least 10 years left to run from the date the HLF contract is signed.

1j **Have you received advice from us before making your application?**

- Tell us the name of the person you have discussed your project with.

The aims of the Young Roots programme

To receive a Young Roots grant, your project must relate to the varied heritage of the United Kingdom and:

- provide new opportunities for a wider range of young people aged 11 to 25 to learn about their own and others' heritage;
- allow young people to lead and take part in creative and engaging activities;
- develop partnerships between youth and heritage organisations; and
- create opportunities to celebrate young people's achievements in the project and share their learning with the wider community.

Your project must also create either:

- new opportunities for young people to volunteer in heritage; or
- new opportunities for young people to gain skills in identifying, recording, interpreting or caring for heritage.

Section two Your project

2a **What is your project**

- Give a short factual description of your project. We may use this on our website or for other publicity purposes.
- Refer to examples of projects we have funded for ideas on how to describe your project.

2b **What are the aims of your project?**

- Tell us about the specific aims of your project. Your aims should relate to your heritage and also to the people involved.

Aims

1

2

3

Please continue if you want to.

Reference only

If we award you a grant, before we pay the final 10% of the grant we will ask you to fully evaluate (assess) how well your project has met its aims.

2c **Provide a detailed project plan.**

This is the most important part of the application form. Please give us as much detail as possible about all the activities young people will do to:

- play a leading role in the project;
- learn about heritage;
- be creative;
- celebrate their achievements;
- share their learning with the wider community; and
- volunteer or learn new heritage skills.

Before you fill in the final form, we suggest you work through a draft version of the table and share it with the young people, colleagues and partners you are working with.

- The filled-in table should provide a realistic project plan for you and any new project workers who are recruited to the project.
- The activities you list here should help meet the aims of your project (see 2b) and of the Young Roots programme.
- If you refer to staff, equipment or activities in this table, you need to know how much they will cost and include them in your budget (see section 4).
- Refer to our examples of project plans on our website for ideas on how to fill in this table.

2c Provide a detailed project plan.

What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
List the individual activities you will do to meet your project aims (see 2b).	Give us the dates you expect the activity to start and end.	Tell us where the activity will take place.	Tell us who will be responsible for managing the activity (for example, young people, youth workers or a named partner organisation).	Tell us who the activity is aimed at (for example, a particular group of young people, local schoolchildren, visitors to a museum).	Explain in detail what you will achieve by doing the activity. Use target numbers where possible.
1					
2					
3					
4					
5					

2c Provide a detailed project plan. Continued.

What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
List the individual activities you will do to meet your project aims (see 2b).	Give us the dates you expect the activity to start and end.	Tell us where the activity will take place.	Tell us who will be responsible for managing the activity (for example, young people, youth workers or a named partner organisation).	Tell us who the activity is aimed at (for example, a particular group of young people, local schoolchildren, visitors to a museum).	Explain in detail what you will achieve by doing the activity. Use target numbers where possible.
6					
7					
8					
9					
Please continue if you want to.					

2d **How have young people played a leading role in developing your project and how will you recruit and encourage more young people to take part?**

- We have asked you to supply a statement from young people with your application. Tell us briefly how and where you have worked with young people to get their views on the project.
- If the original idea for your project was not created by young people, how have they shaped that idea and the planning of the project?
- We accept that there will sometimes be fewer young people playing a leading role in developing the project than the number of young people who eventually take part. If appropriate, tell us how you plan to attract more young people to the project.
- What opportunities will you provide to benefit other young people in your community who are not directly taking part in delivering the project? For example, inviting them to a performance, leading a workshop in a school or screening a film.

Reference

2e **What will young people learn during the project and what skills will they gain?**

Please refer to heritage in your answer, although we encourage you to include wider learning and skills too.

- Areas where young people could improve their understanding include:
 - local community history;
 - the development of customs and traditions;
 - why and how community buildings and structures were built; and
 - why biodiversity (variety of nature) matters.
- Types of skills which could be developed include:
 - practical heritage skills such as recording oral history, looking after habitats or doing archaeology;
 - citizenship skills such as getting involved in community organisations and developing understanding and respect for different traditions or older people in the community;
 - personal and social skills such as confidence building, safety, team working, peer mentoring or leadership;
 - skills in problem-solving and analysis, such as researching or putting on an exhibition;
 - project management skills;
 - communication skills such as speaking on the radio or giving a talk to schoolchildren;
 - technical skills such as producing a DVD or working with digital photography;
 - numeracy skills such as budgeting for the project; and
 - creative skills such as producing art and drama to interpret heritage.

2f **Tell us about any awards, accreditation or other recognition that young people will gain as a result of the project.**

- Accreditation is a formal recognition of skill development linked to a set of agreed standards. Examples include NVQ units, Open College Network credits or Youth Achievement awards. See Awards Network's National Framework of Awards in Non-formal Educational Settings for more information.
- Recognising an individual's commitment to a project can involve giving them a reference or a certificate of attendance, or holding a celebratory event with the young people and members of the local community.



2g **Which main groups of people will benefit from your project?**

This is a standard question we ask everyone who applies to HLF, as we need to understand the range of audiences that you are planning to reach with your project. We use this information to assess your plans for your project – we do not prioritise projects for any particular group. We also use the information to report on the benefits of our funding and to help decide what action we will take to overcome barriers to involving people with heritage.

If your project aims to benefit a wide range of people and is not specifically targeted at any particular group, tick this box only.

If your project will specifically benefit a particular group or groups, tell us which groups by ticking all relevant boxes below.

- If some of the categories do not seem relevant to your Young Roots project, please ignore them.
- We do not expect every Young Roots project to work with every category of young person.
- Young Roots projects bring benefits to the wider community and not just the young people taking part. For example, if your project includes working with older people, please answer the question to include both the young people and older people who will take part.

Ethnic group

Asian <input type="checkbox"/>	Black <input type="checkbox"/>	Chinese <input type="checkbox"/>	Mixed <input type="checkbox"/>	White <input type="checkbox"/>
Asian British <input type="checkbox"/>	Black British <input type="checkbox"/>	Chinese British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	White British <input type="checkbox"/>
Asian English <input type="checkbox"/>	Black English <input type="checkbox"/>	Chinese English <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White English <input type="checkbox"/>
Asian Irish <input type="checkbox"/>	Black Irish <input type="checkbox"/>	Chinese Irish <input type="checkbox"/>	White and Asian <input type="checkbox"/>	White Irish <input type="checkbox"/>
Asian Scottish <input type="checkbox"/>	Black Scottish <input type="checkbox"/>	Chinese Scottish <input type="checkbox"/>		White Scottish <input type="checkbox"/>
Asian Welsh <input type="checkbox"/>	Black Welsh <input type="checkbox"/>	Chinese Welsh <input type="checkbox"/>		White Welsh <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Caribbean <input type="checkbox"/>			
Indian <input type="checkbox"/>	African <input type="checkbox"/>			
Pakistani <input type="checkbox"/>				
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

Irish travellers (Northern Ireland only)

Disability

People with disabilities (physical or mental problems which have a significant and long-term negative effects on a person's ability to carry out normal day-to-day activities)

Age

People aged:

under 13 <input type="checkbox"/>	13 to 25 <input type="checkbox"/>	26 to 49 <input type="checkbox"/>	50 to 64 <input type="checkbox"/>	65 and over <input type="checkbox"/>
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Sex

Males <input type="checkbox"/>	Females <input type="checkbox"/>
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Religion

Protestant <input type="checkbox"/>	Catholic <input type="checkbox"/>	Other Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>
Muslim <input type="checkbox"/>	Jewish <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other <input type="checkbox"/>	No religion <input type="checkbox"/>

People in lower socio-economic groups

People living in households with incomes below the national average, or people living in the most deprived local-authority wards in England, Scotland, Wales or Northern Ireland.

People with dependants

People with dependants (for example, children or elderly relatives)	<input type="checkbox"/>
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Sexual orientation

Gay and lesbian people	<input type="checkbox"/>	Heterosexual people	<input type="checkbox"/>	Bisexual people	<input type="checkbox"/>
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Marital or civil partnership status

Single people (never married or in a civil partnership)	<input type="checkbox"/>	Married people (and living with their husband or wife)	<input type="checkbox"/>	Married people (and separated from their husband or wife)	<input type="checkbox"/>	Divorced people	<input type="checkbox"/>	Widowed people	<input type="checkbox"/>
		In a civil partnership	<input type="checkbox"/>	Separated but still legally in a civil partnership	<input type="checkbox"/>	Formerly in a civil partnership which is now legally dissolved	<input type="checkbox"/>	Surviving partner from a civil partnership	<input type="checkbox"/>

2h **Explain how you will try to break down any barriers (physical, sensory, cultural, intellectual and financial) to help young people take part.**

- Providing equal access to heritage is one of our priorities. Tell us how you will make your project accessible to the young people you will work with and the wider community. For example, you might provide young environmental volunteers with free transport and appropriate outdoor clothing, include the costs of British Sign Language interpreters as part of a performance project or only use fully accessible venues when working in the community.

Section three Carrying out your project

3a When will your project start and finish?

- Your timetable should allow 10 weeks for us to assess your application.
- Your project must be fully complete within two years of your start date.

Reference only

3b Please give the names and contact details of your project partners as referred to in the partnership agreement we have asked you to attach to this application.

Contact name	Position	Organisation	Phone number	E-mail address

3c **How will your project be managed?**

- Tell us about the skills and experience of the person who will lead your project and of the people in the project team.
- Tell us how young people fit into the project team.
- Tell us about any other outside advice you have received or will receive to help you manage your project.

A large, empty rectangular box with a thin red border, intended for the applicant to provide details on how their project will be managed. A large, diagonal watermark reading "Reference only" is overlaid on the page.

Freedom of information

We have a duty to keep to the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland. When you sign the declaration at the end of the application form, you are confirming that you have no objection to us releasing sections 2 and 3 of this form to anyone who asks to see them (this does not include any supporting documents). If there is any information in sections 2 and 3 of the form that you don't want made publicly available, please say this in the space provided and explain your reasons. We will take these into account when we respond to any request for access to those sections. Otherwise, we will release sections 2 and 3 to the public if asked. We may also be asked to release other information contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000, Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002 in Scotland. In those cases, we will always consult you first.

A large, empty rectangular box with a thin red border, intended for the applicant to provide details regarding their Freedom of Information preferences. A large, diagonal watermark reading "Reference only" is overlaid on the page.

Section four Costs of your project

4a. **Fill in the table below.**

Cost heading	Description	How much £	VAT you cannot claim back £	Total £
A New staff				
B Professional fees				
C Recruitment				
D Mentor				
E Purchase price of heritage items				
F Repair and conservation work				
G New building work				
H Equipment and materials				
I Training for staff				
J Training for volunteers				
K Travel for staff				
L Travel for volunteers				
M Expenses for volunteers				
N Cost of producing learning materials				
O Other				

Section four Costs of your project (Continued)

4a. Continue in the table below.

Cost heading		How much £	VAT you cannot claim back £	Total £
P Publicity and promotion				
Q Evaluation				
R Overheads				
S Contingency				
T Inflation				
U Total costs				
Funding	Description			Total £
V Cash				
W HLF grant request (%)				
X Total income				

Notes

- For all project costs, we ask you to get at least three quotes for work or items of £10,000 or above.

Please use the '**Description**' column to describe your costs in more detail. You can add extra lines.

You should ask HM Revenue & Customs (www.hmrc.gov.uk) to check how much **value added tax (VAT)** you will be able to claim back. If you underestimate costs for VAT, you will have to pay the extra costs.

The following notes explain more about the information we are asking for in the cost table.

- A When you recruit new staff, the positions must be open to everyone. The salaries should be equal or similar to the same kind of posts elsewhere.
- We will not contribute to existing staff costs, unless you include these as part of an overhead
 - in which case you should include the cost as part of overheads (R).
 - You can move existing members of staff into a position that you have created for a project. However, you must justify in your application that these members of staff are the most suitable people for the posts. In this situation, we can only contribute to the salary of the position left vacant, and you should include only these costs here.
- B Any person who is appointed to work on your project for a fixed fee.
Fees should be in line with professional guidelines.
- C This can include advertising and travel expenses.
In the 'Description' column, tell us briefly how you will recruit staff (for example, an advertisement in your local newspaper or a specialist journal).
- D If you think that you may need support and guidance from a mentor to help you develop and carry out your project, you can include the cost of this in your request for a grant. Read the information on mentoring in the 'Introduction to the Young Roots programme'.
- E Most people applying to the Young Roots programme can ignore this heading. In the very unusual case that your project involves buying a heritage object, we ask you to get an independent valuation to help show that this item can be bought for a realistic price. You must read our guidance *Thinking about buying heritage items and collections*.
- F This includes costs of work to repair, restore or conserve a heritage item, building or site.
- G This only relates to new building work – for example, an extension to a building or work to install an exhibition.
- H For example, computer hardware or protective clothing.
- I,J It is common for existing and new staff and volunteers to need training when carrying out a new project.
- K,L For example, to help volunteers travel to sites. Travel costs by car should be based on 35p a mile.
- M You can include the costs of expenses for volunteers to make sure they are not out of pocket.
- N For example, educational resources, websites and DVDs.
- O Give a clear description of all other costs.
- P You can include the costs of promotional materials that relate directly to your project. You must make sure that you acknowledge the support of the Heritage Lottery Fund as set out in *How to acknowledge your grant*.
- Q Please read First steps in evaluation. All projects must be evaluated. Most will be evaluated by staff in your own organisation. Depending on the scale of the project and how complicated it is, you may want to employ somebody to help evaluate your project and assess whether you are successfully achieving its aims. We can contribute 1% and 3% of your grant amount towards evaluation.
- R We can accept part of an organisation's overheads (for example, staff and lighting) as a genuine part of the costs of the project. This applies to small and medium-sized voluntary groups. See *Understanding full cost recovery*.

- S A contingency is only used to pay for unexpected events. The total contingency figure should not normally be more than 10% of the total costs of the project.
- T You should only include inflation if your project will last more than one year. It is only used to pay for costs that have increased over the time of the project.
- U The total costs (U) must equal the total funding (X).
- V If you can provide a cash contribution, however small, please do so.
 - List all the cash contributions, including those you have received from outside sources and say if they are secure (in other words, are guaranteed to be paid). If they are not secure, say when you will hear a decision.
 - We accept cash funding from any public, charitable or private source.
 - We cannot accept another Lottery grant from any other organisation as cash funding.
- W Your request for a grant should be between £3000 and £50,000 and should be rounded to the nearest £100.

4b **Will you receive any non-cash contributions (including volunteer time) to help deliver your project?**

- We encourage and welcome non-cash contributions and volunteer time, whether or not you are able to offer a cash contribution. This helps to show your commitment to your project.
- Non-cash contributions can be things you need for your project that you do not have to pay for – for example, the use of a room in a local college for regular meetings or filming equipment being donated by a partner organisation.
- We also welcome time volunteers give to your project without being paid for their work. By this, we mean the time people who are not part of the main project group are contributing to offer advice or help develop the project. We will not accept the time contributed by the young people who are leading the project and taking part in learning activities as a voluntary contribution.
- You should use the following rates to work out the financial value of the time volunteers contribute.
 - Professional labour (for example – accountancy, architecture or professional youth work) – £350 a day
 - Skilled labour (for example – administrative work, carpentry or drama coaching) – £150 a day
 - Unskilled labour (for example, clearing a site or working as a steward at an event) – £50 a day

We need to see a financial value for each of these contributions to help us assess the amount and range of support for your project.

Description of non-cash contributions	Estimated value
Please continue if you need to	
	Total

Description of volunteers' task	Number of days	£ per day	Estimated value
Please continue if you need to			
			Total

Other information about your organisation

This part of the application form aims to collect the information we need to report on funding. We will not use this information to assess your application. Here we want to collect some details about the organisations that are applying to us. This is not the same question as 2g above, where we asked you about the people who will take part in your project.

If your organisation does not represent the interests of any of the groups of people listed below, tick this box only.

If your organisation specifically represents the interests of a particular group or groups of people, tell us which by ticking all the relevant boxes below.

Ethnic group

Asian <input type="checkbox"/>	Black <input type="checkbox"/>	Chinese <input type="checkbox"/>	Mixed <input type="checkbox"/>	White <input type="checkbox"/>
Asian British <input type="checkbox"/>	Black British <input type="checkbox"/>	Chinese British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	White British <input type="checkbox"/>
Asian English <input type="checkbox"/>	Black English <input type="checkbox"/>	Chinese English <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White English <input type="checkbox"/>
Asian Irish <input type="checkbox"/>	Black Irish <input type="checkbox"/>	Chinese Irish <input type="checkbox"/>	White and Asian <input type="checkbox"/>	White Irish <input type="checkbox"/>
Asian Scottish <input type="checkbox"/>	Black Scottish <input type="checkbox"/>	Chinese Scottish <input type="checkbox"/>		White Scottish <input type="checkbox"/>
Asian Welsh <input type="checkbox"/>	Black Welsh <input type="checkbox"/>	Chinese Welsh <input type="checkbox"/>		White Welsh <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Caribbean <input type="checkbox"/>			
Indian <input type="checkbox"/>	African <input type="checkbox"/>			
Pakistani <input type="checkbox"/>				
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

Irish travellers (Northern Ireland only)

Disability

People with disabilities (physical or mental problems which have a significant and long-term negative effects on a person's ability to carry out normal day-to-day activities)

Age

People aged:

under 13 <input type="checkbox"/>	13 to 25 <input type="checkbox"/>	26 to 49 <input type="checkbox"/>	50 to 64 <input type="checkbox"/>	65 and over <input type="checkbox"/>
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Sex

Males Females

Religion

Protestant <input type="checkbox"/>	Catholic <input type="checkbox"/>	Other Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>
Muslim <input type="checkbox"/>	Jewish <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other <input type="checkbox"/>	No religion <input type="checkbox"/>

People in lower socio-economic groups

People living in households with incomes below the national average, or people living in the most deprived local-authority wards in England, Scotland, Wales or Northern Ireland.

People with dependants

People with dependants (for example, children or elderly relatives)

Sexual orientation

Gay and lesbian people Heterosexual people Bisexual people

Marital or civil partnership status

Single people (never married or in a civil partnership) <input type="checkbox"/>	Married people (and living with their husband or wife) <input type="checkbox"/>	Married people (and separated from their husband or wife) <input type="checkbox"/>	Divorced people <input type="checkbox"/>	Widowed people <input type="checkbox"/>
	In a civil partnership <input type="checkbox"/>	Separated but still legally in a civil partnership <input type="checkbox"/>	Formerly in a civil partnership which is now legally dissolved <input type="checkbox"/>	Surviving partner from a civil partnership <input type="checkbox"/>

Documents you must send with your application form

If you will be sending documents to us as a hard copy, send them with your signed declaration and number them as numbered below. Please say in the right-hand column how you will send the documents.

		Hard copy (H) Electronic (E) Does not apply (N/A)
1	<p>A statement from some of the young people who will be involved in your project to address the following:</p> <ul style="list-style-type: none"> • The title of the project; • Who they are and why they want to be involved; • What heritage they hope to learn about; • What activities they will do and what will make the project interesting and fun; and • What role they will play in managing the project <p>This can be in any format, reflecting the young people's own ideas (for example, minutes from a youth steering group, notes from a planning workshop, another written document, a video clip, a recording). This does not need to be expensively produced – the important thing is that it tells us how young people are shaping the project.</p>	
2	<p>A partnership agreement with your partner (or partners), clearly explaining the role the partner (or partners) will play in the project. Clearly set out what your organisation and each partner will offer to the project, including:</p> <ul style="list-style-type: none"> • expertise; • resources (venue space, staff time, equipment, cash); and • roles and responsibilities in delivering the project. <p>Remember, if you are a youth group, at least one partner needs to be a heritage organisation. If you are a heritage organisation, at least one partner needs to be a youth group.</p>	
3	<p>A copy of your organisation's constitution (formal rules), unless you are a public organisation. This must include:</p> <ul style="list-style-type: none"> • the name and aims of your organisation; • a statement which prevents your organisation from giving its income or property to its members during its lifetime; • a statement which confirms that, if the organisation is wound up or dissolved, its assets will be given to another charitable or not-for-profit organisation and not to the organisation's members; and • the date when the constitution was adopted. <p>If you have sent a copy of your constitution with a previous successful grant application (not before April 2008) and no changes have been made to it, you do not need to send it again. Give us the reference number for the previous successful grant application.</p>	
4	<p>A copy of your organisation's accounts for the last financial year (this does not apply to public organisations).</p>	

Terms of the grant

You must read the standard terms of grant that apply to all our grant awards in this grant programme. These can be read on our website. By signing the declaration below, you are confirming, on behalf of the organisation that you represent, that you accept these terms, unless we choose to draft a contract which is specifically adapted for your project.

- The requirements in *Managing your grant* form part of the terms of any grant awards that we may make. We consider breaking the conditions of *Managing your grant* as breaking the terms of the grant.
- If work begins on the project before we award a grant and before we have agreed that work can start, we may withdraw our grant.
- We may also withdraw our grant if work has not started within a year of the letter awarding you the grant.
- The terms of grant will last for 10 years unless your project includes buying buildings, land or a heritage item (no matter how much you have applied for) in which case the terms of grant will last for 80 years.

Declaration

Please be aware that you are making this application at your own risk and we cannot be responsible to anybody for any loss, damage or costs arising directly or indirectly from this application.

- I have read, understand and accept the notes that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with other people and organisations).
- The project, and my organisation's role in it, falls within my organisation's powers and purposes.
- My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
- I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation's application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.
- The project has not yet started and will not do so until my organisation receives permission from you.
- I accept that you may make the information contained in this form available to members of the public who ask to see it under the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland. I understand that you will treat this information in line with the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of

Information (Scotland) Act 2002 in Scotland, and that, unless I have said otherwise, you will make sections 2 and 3 of this form available to the public if you are asked to (this does not include any supporting documents). I understand that you will take account of any objection we make to you releasing the information contained in sections 2 and 3 or elsewhere in the form. I accept that you have responsibilities under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland (which may mean you have a duty to make the information available even if I have objected to this) and I agree that you will not be held responsible for any loss or damage we may suffer as a result of you meeting those responsibilities in line with the law. I agree that any personal data supplied on this form (or otherwise) by my organisation will be used in accordance with the Data Protection Act 1998, and the Data Protection statement in the Introduction.

- I am authorised to put forward this application on behalf of my organisation and to sign this declaration.
- On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter.

We will take your signature (or signatures) on this form as confirmation that you:

- have understood we have legal responsibilities under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland; and
- accept that we will not be responsible for any loss or damage you suffer as a result of us meeting these legal responsibilities.

The person signing this declaration must be different from the person named as the contact under question 1c and must have the authority to do so (for example, the chief executive, director, chairperson, vice-chairperson, secretary or treasurer of your organisation).

The lead partner's authorised person should sign this on behalf of the partnership. If your project involves work to a building, piece of land or heritage item the owner must also sign this Declaration, if they are not the lead partner.

Signature: _____

Name (please print): _____

Job title: _____

Name of organisation: _____

Date: _____

Our Offices

East of England

Terrington House
13-15 Hills Road
Cambridge
CB2 1NL
Phone: 01223 224870
Fax: 01223 224871

East Midlands

Chiltern House
St Nicholas Court
25-27 Castle Gate
Nottingham
NG1 7AR
Phone: 0115 934 9050
Fax: 0115 934 9051

London

7 Holbein Place
London
SW1W 8NR
Phone: 020 7591 6000
Fax: 020 7591 6001

North East

St Nicholas Building
St Nicholas Street
Newcastle upon Tyne
NE1 1TH
Phone: 0191 255 7570
Fax: 0191 255 7571

North West

9th Floor
82 King Street
Manchester
M2 2WQ
Phone: 0161 831 0850
Fax: 0161 831 0851

Northern Ireland

3rd Floor
51-53 Adelaide Street
Belfast
BT2 8FE
Phone: 028 9031 0120
Fax: 028 9031 0121

Scotland

38 Thistle Street
Edinburgh
EH2 1EN
Phone: 0131 225 9450
Fax: 0131 225 9454

South East England

7 Holbein Place
London
SW1W 8NR
Phone: 020 7591 6000
Fax: 020 7591 6001

South West

3rd Floor, Balliol House
Southernhay Gardens
Exeter
EX1 1NP
Phone: 01392 223 950
Fax: 01392 223 951

Wales

Hodge House
Guildhall Place
Cardiff
CF10 1DY
Phone: 029 2034 3413
Fax: 029 2034 3427

West Midlands

Bank House
8 Cherry Street
Birmingham
B2 5AL
Phone: 0121 616 6870
Fax: 0121 616 6871

Yorkshire and the Humber

Carlton Tower
34 St Paul's Street
Leeds
LS1 2QB
Phone: 0113 388 8030
Fax: 0113 388 8031