



Ethnic Minority Development Fund

Application Form



Please Note: We will be prioritising ethnic minority-led low capacity groups who have never received funding before from The National Lottery Community Fund.

Help with your application

You can talk to us if completing an application form is difficult or impossible for you. We're happy to talk about alternative ways for you to tell us about your idea.

Phone: **0141 248 4830**

Email: **emdf@cemvoscotland.org.uk**

Address: **1st Floor, 95-107 Lancefield Street, Glasgow, G3 8HZ**

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Check to see if your organisation can apply

You can apply if your organisation is a:

- voluntary or community organisation
- registered charity
- constituted group or club
- not-for-profit company or Community Interest Company
- ethnic minority-led group or organisation based in Scotland supporting ethnic minority people or communities

Who we can't accept applications from:

- individuals
- sole traders
- schools
- statutory bodies
- companies that can pay profits to directors, shareholders or members (including Companies Limited by Shares)
- organisations based outside Scotland.
- organisations that have already sent an Ethnic Minority Development Fund application and are waiting for a decision
- organisations that don't have at least two people on their board or committee who aren't married, in a long-term relationship, living together at the same address or related by blood.
- one organisation applying on behalf of another. Be careful of businesses or individuals who say they can help you with your applications. If you need help or advice on writing your applications, please contact Padam on padamsingh@cemvoscotland.org.uk or your Third Sector Interface (TSI).

If you're a smaller organisation

We're keen to fund smaller organisations too. So we'll look at your income when we're making a decision.

Before you apply, check the boxes below to confirm:

Your organisation has at least two people on the board or committee who aren't married, in a relationship, living together at the same address, or related by blood.

You're applying for an amount between £500 and £15,000 for a project that'll be finished in around 12 months. We also consider applications for one-off events such as a festival, gala, etc).

Your project starts at least 16 weeks from when you plan to send us your application. We need 16 weeks to assess your application and pay your grant.

You have a UK bank account or building society account in the legal name of your organisation, with at least two unrelated people who are able to manage the account. This should be the legal name of your organisation as it appears on your bank statement, not the name of your bank. This will usually be the same as your organisation's name on your governing document.

You produce annual accounts (or you set up your organisation less than 15 months ago and haven't produced annual accounts yet). By annual accounts, we mean a summary of your financial activity. If you're a small organisation, this might be produced by your board and doesn't have to be done by an accountant.

If you meet all of these requirements – great. You can apply for Ethnic Minority Development Fund.

We're excited to hear more about your project idea and invite you to fill in our application form.

If you've checked that you can apply but don't meet these requirement.

We don't want organisations to miss out on the opportunity to apply for funding for their project idea. We would welcome organisations to apply if they are able to meet the above criteria in the future.

Part two

Your project

Project details

What is the name of your project?

When would you like to start your project? (DD/MM/YYYY)

When would you like to end your project? (DD/MM/YYYY)

Project details

What local authority area is your project based in?

This would include the area your office is based in as well as other authority areas your project covers if you're operating wider.

Aberdeen City Council	Aberdeenshire Council	Angus Council
Argyle & Bute Council	City of Edinburgh Council	Clackmannanshire Council
Comhairle nan Eilean Siar	Dumfries and Galloway Council	Dundee City Council
East Ayrshire Council	East Dunbartonshire Council	East Lothian Council
East Renfrewshire Council	Falkirk Council	Fife Council
Glasgow City Council	Inverclyde Council	Midlothian Council
North Ayrshire Council	North Lanarkshire Council	Orkney Islands Council
Perth and Kinross Council	Renfrewshire Council	Scottish Borders Council
Shetlands Islands Council	South Ayrshire Council	South Lanarkshire Council
Stirling Council	The Highland Council	The Moray Council
West Dunbartonshire Council	West Lothian Council	

Tell us the city, town(s) or village(s) where the people who will benefit from your project live?

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

Project idea

What would you like to do?

Tell us about your project idea (**Minimum 50 words / Maximum 300 words**)

Here are some ideas of what to tell us about your project:

- What you would like to do.
- What difference your project will make.
- Who will benefit from your project.
- How long you expect to run your project for. This can be an estimate.
- How you'll make sure people know about your project.
- How you plan to learn from your project and use this learning to shape future projects.
- Is your project something new, or are you continuing something that has worked well previously? We can fund both new and existing projects.

**How does your project meet at least one of our funding priorities?
(Maximum 300 words)**

Funding priorities are guidelines we use to decide who should get funding. Your project must fit **one or more** of our priorities:

- To bring ethnic minority people together and build strong relationships in and across communities.
- To help more ethnic minority people to be the best they can be, by supporting them as soon as possible.
- To improve the places and spaces that matter to ethnic minority communities.

How does your project involve your community?

(Maximum 300 words)

People understand what's needed in their own communities better than anyone.

Tell us how your community came up with the idea for your project. We want to know how many people you've spoken to, and how they'll be involved in the development and delivery of the project.

Here are some examples of how you could be involving your community:

- having regular chats with community members, in person or on social media
- including community members on your board or committee
- carrying out regular surveys of your community members
- setting up steering groups involving community members
- running open days, inviting your community members to attend

Project costs

Please list the costs you would like us to fund on the following page.

You should use budget headings, rather than a detailed list of items.

For example, if you're applying for pens, pencils, paper and envelopes, using office supplies is fine. Below is an example of how to fill this section out.

EXAMPLE

Item or Activity	Amount	
Office Supplies	£	450
Staff Wages	£	3000
Project Materials	£	2000
IT Costs	£	850
Marketing	£	500
	£	
	£	
	£	
	£	
	£	
	£	
Total costs you'd like us to fund (must be less than £15,000)	£	6800

Item or Activity	Amount
Example: Office Supplies	£450
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Total costs you'd like us to fund (must be less than £15,000)	£

Tell us the total cost of your project

This is the cost of everything related to your project, even things you aren't asking us to fund.

For example, if you are asking us for £8,000 and you are getting £10,000 from another funder to cover additional costs, then your total project cost is £18,000. If you are asking us for £8,000 and there are no other costs then your total project cost is £8,000.

£

Part three

Who will benefit from your project?

Specific groups of people

We want to hear more about the people who will benefit from your project. It's important to be as accurate as possible in your answers. We'll use this information to make better decisions about how our funding supports people and communities to thrive. We'll also use it to tell people about the impact of our funding and who it's reaching.

Please note, the information you give us here isn't assessed and won't be used to decide whether you'll be awarded funding for your project.

Is your project open to everyone or is it aimed at a specific group of people?

Hints and Tips

Please see examples below to give you an idea of what we mean by specific groups:

- A group that aims to empower African members of the community – This group would specifically support people from a particular ethnic background.
- A group that provides a space for female community members to get together and participate in outdoor activities – This group is specifically for people from a particular gender.
- A group that aims to encourage children under the age of 12 to take part in sports – This group is specifically for people from a particular age group.

My project is open to everyone and isn't aimed at a specific group of people (if you choose this, you can skip to part four).

My project is aimed at a specific group of people (if you choose this, tell us who your project is aimed at on the next page).

Ethnic background

If your project is aimed at people from a particular ethnic background, please tell us which one(s). Please note, you can tick more than one box:

White

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

Mixed / Multiple ethnic groups

Mixed ethnic background (this refers to people whose parents are of a different ethnic background to each other)

Asian / Asian British

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

Black / African / Caribbean / Black British

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

Other ethnic group

- Arab
- Any other

Gender

If your project is aimed at people from a particular gender, please tell us which one(s). Please note, you can tick more than one box:

- Male
- Female
- Trans
- Non-binary
- Intersex

Age

If your project is aimed at people from a particular age group, please tell us which one(s). Please note, you can tick more than one box:

0-12

13-24

25-64

65+

Disabled people

If your project is aimed at disabled people, please tell us which group(s). Please note, you can tick more than one box:

We use the definition from the Equality Act 2010, which defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activity.

Disabled people with sensory impairments eg. visual and hearing impairments.

Disabled people with physical impairments eg neuromotor impairments, such as epilepsy and cerebral palsy, or muscular/skeletal conditions, such as missing limbs and arthritis.

Disabled people with learning or mental difficulties eg reduced intellectual ability and difficulty with everyday activities or conditions such as autism.

Religion or belief

If your project is aimed at people of a particular religion or belief. Please tell us which below. Please note, you can tick more than one box:

Buddhist

Christian

Jewish

Muslim

Sikh

No religion

Other (Please specify in the box below)

Sexual orientation

Will your project be targeted at people identifying as lesbian, gay or bisexual?

Yes

No

Caring responsibilities

Will your project mostly benefit people with caring responsibilities?

Yes

No

Other

If your project targets a specific group that's not mentioned above, please provide details in the box below:

Part four

Your organisation

Organisation details

What is the full legal name of your organisation?

You **must** write your organisation name as it appears on your **governing document** in the box below. Your governing document may be called a constitution, trust deed, memorandum and articles of association, or something else entirely depending on the type of organisation you are applying on behalf of.

If your organisation uses a different name in your day-to-day work, tell us what it is here. (Optional)

When was your organisation set up?

Please tell us the month and year, for example, if it was set up in November 2020 you would write:

	Example	Please enter the month and year
Month	<input type="text" value="11"/>	Month
Year	<input type="text" value="2020"/>	Year

What is the main or registered address of your organisation?

Building and street

Address line 2 (Optional)

Town or city

County (Optional)

Postcode

Organisation type

Please select one option only

What type of organisation are you?

If you're both a charity and a company just pick Not-for-profit company below.

Unregistered voluntary or community organisation

an organisation set up with a governing document – like a constitution. But isn't a registered charity or company.

Not-for-profit company

a company limited by guarantee – registered with Companies House. And might also be registered as a charity.

Registered charity (unincorporated)

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

Scottish Charitable Incorporated Organisation (SCIO)

A registered charity with limited liability, 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 mosque, gurdwara, temple, church, synagogue etc.

Registration numbers

If you have any reference or registration numbers, tell us what they are:

Charity registration number

Companies House number

Organisation finances

What is your organisation's accounting year end date?

For example: if your organisation's accounting year end date is the 31st of March, you would write:

	Example	Please enter the month and year
Day	<input type="text" value="31"/>	Day
Month	<input type="text" value="03"/>	Month

What is your total income for the year?

£

Part five

Your senior contact

Please give us the contact details of a senior member of your organisation.

This person is usually a senior leader, or a member of your board or committee.

Your senior contact **must** be:

- at least 18 years old
- responsible for making sure that this application is supported by your organisation
- responsible for making sure any funding is delivered as set out in the application form
- responsible for making sure the funded organisation meets our monitoring requirements

Role

Your senior contact must hold one of the following positions. The role of senior contact depends on what type of organisation you are.

Please tick the relevant box below:

Registered charity/voluntary or community group

Trustee, Chair, Vice Chair, Secretary, Treasurer

Charitable incorporated organisation

Trustee, Chief Executive Officer

Not-for-profit company or Community Interest Company (CIC)

Company Director, Company Secretary

Faith-based group

Chair, Vice Chair, Secretary, Treasurer, Religious leader (e.g. Imam, Rabbi, Vicar)

Full name of Senior Contact

This person **must** live in the UK

Date of Birth

We need the date of birth of your Senior Contact to confirm who they are and we do check their date of birth. So make sure you've entered it right. If you don't, it could delay your application.

Day **Month** **Year**

Home address

We need their home address to help confirm who they are. And we do check their address. So make sure you've entered it right. If you don't, it could delay your application.

Building and street

Address line 2

Town or city

County (optional)

Postcode

Have they lived at the above address for at least 3 years?

Yes

No

If no, please tell us their previous home address

Building and street

Address line 2

Town or city

County (optional)

Postcode

Email

Telephone number

Please tell us about any particular communication needs your Senior Contact has (Optional)

Part six

Your 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 needs to be from the organisation applying, but they don't need to hold a particular position.

The main contact must be a different person from the senior contact and the two contacts also can't be:

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

Full name of main contact

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

I confirm that the main and senior contacts aren't married or in a long-term relationship with each other, living together at the same address, or related by blood.

Please tick here

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 right. If you don't, it could delay your application.

Day **Month** **Year**

Home address

We need their home address to help confirm who they are. And we do check their address. So make sure you've entered it right. If you don't, it could delay your application.

Building and street

Year

Address line 2 (Optional)

Town or city

County (Optional)

Postcode

Have they lived at the above address for at least 3 years?

Yes

No

If no, please tell us their previous home address

Building and street

Address line 2

Town or city

County (optional)

Postcode

Email

Telephone number

Please tell us about any particular communication needs your Main Contact has (Optional)

Part seven

Bank details

We need your bank details to pay the grant into your account – if your application is successful.

We can't pay into all bank accounts

We can't transfer money into certain types of bank accounts like Tide, Cashplus and PayPal.

Tell us the name of your organisation - as it appears on your bank statement
(Not the name of your bank)

Sort Code

For example: 12-34-56

Account Number

For example: 00123456

Building Society Number (optional)

You only need to fill this in if your organisation's account is with a building society.

Bank Statement

You must attach your organisation's bank statement as an image file (for example: a PDF, JPEG or PNG file). Unfortunately we will not be able to accept Word documents.

Bank Name
Bank Address
Address line 1
Address line 2
Postcode

6 April 2021 - 5 May 2021
Page 1

Account Summary

Previous balance	0.00
Withdrawn	25,854.58
Paid in	35,521.58
New balance	

John Doe
Organisation's legal name
Address line 1
Address line 2
Postcode

Account Number 12002198
Sort Code 12-00-21

Organisation's Legal Name

BIC BNK 874323
IBAN 85475168412

The bank statement should be from the **last three months**.

The bank logo and bank name **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 the above information, **please only send that page**.

Please make sure that we can clearly see the following in 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 the last 3 months)

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 the account details.

Your statement needs to be less than 3 months old. For bank accounts opened within the last 3 months, we can accept a bank welcome letter. This **must** confirm the date your account was opened, account name, account number and sort code.

Part eight

Your declaration

Please read this section carefully and make sure you understand it all, especially our terms and conditions.

Data protection

The National Lottery Community Fund is a public body with a duty to distribute National Lottery and other money in grants for good causes. We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. We may also carry out checks on the individuals as described below. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately.

We may share your personal data with organisations that help us with our grant making activities or others that have a legitimate interest in our work or have funded your grant. We will only share personal data that they need to carry out their work and subject to appropriate safety measures.

We may keep in contact with you throughout the life of your grant and send you advice about your grant by email. This will contain useful information on a range of things including how to publicise your grant, information on other funding available and project ideas and tips from other grant holders.

Our data protection and privacy notice gives more information about how we store and use personal data and the lawful basis for this. Please read the full notice which is published on our website at tnlcommunityfund.org.uk/data-protection or contact us to request a hard copy. The notice may be updated from time to time.

Freedom of information

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 and contractors. Please read our full policy published on our website tnlcommunityfund.org.uk/freedom-of-information. This policy may be updated from time to time.

Our approach to fraud

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 that 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 that is published on our website tnlcommunityfund.org.uk/data-protection. Contact us to request a hard copy.

Terms and conditions

Terms and conditions of your grant

- 1. By submitting an application to The National Lottery Community Fund, the organisation named in the application (referred to as "you" in these terms and conditions) agrees, if awarded a grant, to:**
 - 1.1. By submitting an application to The National Lottery Community Fund, the organisation named in the application (referred to as "you" in these terms and conditions) agrees, if awarded a grant, to:
 - 1.2. provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project;
 - 1.3. act lawfully in carrying out your project in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant and let us know promptly about any fraud, other impropriety, mismanagement or misuse in relation to the grant;
 - 1.4. acknowledge National Lottery funding using our logo in accordance with the relevant guidelines for recognising your grant, which can be found on our website tnlcommunityfund.org.uk;
 - 1.5. hold the grant in a UK based account or building society account, which is in the legal name of the organisation that is applying for funding from The National Lottery Community Fund;
 - 1.6. adhere to our guidance at tnlcommunityfund.org.uk/funding/financial-governance on financial controls and banking arrangements, ensuring that no single individual has sole responsibility for any single transaction from authorisation to review and completion, and that the account is managed by at least two unrelated and authorised individuals in your organisation;
 - 1.7. immediately return any part of the grant that is not used for your project or which constitutes an unlawful subsidy;
 - 1.8. comply with our safeguarding policy for grant holders, which is available on our website at tnlcommunityfund.org.uk/policyforgrantholders;

- 1.9. We may commission research into and/or evaluation of your funding. You confirm that you will co-operate with any research or evaluation-related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes.
 - 1.10. comply with data protection laws and obtain the consent of your beneficiaries for us and you to receive and process their personal information and contact them;
 - 1.11. keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original paper or electronic receipts, invoices, and bank statements;
 - 1.12. allow us and/or the Comptroller and Auditor General reasonable access to your premises and systems to inspect project and grant records;
 - 1.13. The National Lottery Community Fund publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way; and
 - 1.14. if your project is being delivered in Wales, enable people to engage in both Welsh and English, treating both languages equally. Welsh speakers must be able to access information and services in Welsh and all materials must be produced bilingually.
- 2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.**
- 2.1. You use the grant in any way other than as approved by us or fail to comply with any of these terms and conditions.
 - 2.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.
 - 2.3. You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.

- 2.4. You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring us or the National Lottery into disrepute.
- 2.5. You enter into, or in our view are likely to enter into, administration, liquidation, receivership, dissolution or, in Scotland, have your organisation's estate sequestrated.

2. You acknowledge that:

- 3.1. the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;
- 3.2. we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as The National Lottery continues to operate and we receive sufficient funds from it;
- 3.3. the grant is not consideration for any taxable supply for VAT purposes;
- 3.4. we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;
- 3.5. these terms and conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.5, 1.6, 1.7, 1.9, 1.10, 1.11, 1.12, 1.13, 3.4 and 3.5 shall survive expiry of these terms and conditions; and
- 3.6. if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these terms and conditions shall be deemed to be the equivalent of your signature on that agreement.
- 3.7. if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these terms and conditions shall be deemed to be the equivalent of your signature on that agreement

Please confirm the below

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 above on their behalf.

I agree

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

I agree

You understand that we will use any personal information you have provided for purposes describe under the [Data Protection Statement](#).

I agree

If information about this application is requested under the Freedom of Information Act, we will release it in line with our [Freedom of Information policy](#).

I agree

Full name of person completing this form

Position in organisation

Date

Signed

Part nine

Send us your application

Before sending us your application, please confirm that you have:

Answered all of the questions on the form. If you haven't finished your application, we'll need to get back in touch with you and it'll take longer for us to give you funding.

Attached a copy of your organisation's bank statement - either to your email you're sending, or the application form you're posting to us.

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

- your organisation's legal name
- the address the statement are sent to
- the bank name
- account number
- sort code
- date (must be within last 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.

How to send us your completed application (and bank statement)

By email

emdf@cemvoscotland.org.uk

By post

CEMVO Scotland
1st Floor, 95-107 Lancefield Street
Glasgow,
G3 8HZ

The Ethnic Minority Development Fund is a partnership between The National Lottery Community Fund and CEMVO Scotland



Contact us

Email: emdf@cemvoscotland.org.uk
Phone: 0141 248 4830
Website: cemvoscotland.org.uk/EMDF

Connect with us

