

# Ethnic Minority Development Fund

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## Easy Read Application Form

This application has been designed to be easily read by all audiences.



# About the Application

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## **Please Note:**

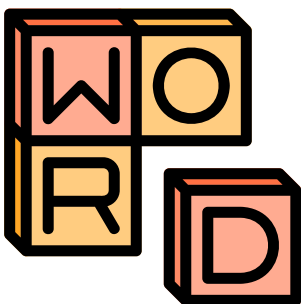
We will be prioritising low capacity groups who have never recieved funding before from The National Lottery Community Fund.



This application form is for applying to the Ethnic Minority Development Fund



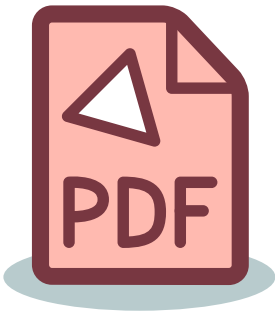
Funding is when money is given to an organisation to be able to carry out a piece of work.



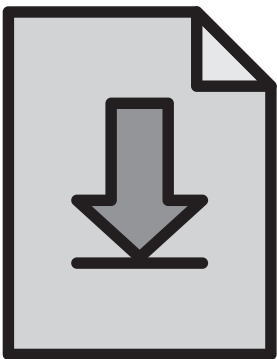
This application form has been made using easy words and pictures to help make it more accessible.

# Accessing the Application

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You should only use a computer program called **Adobe Reader** to fill in this form.



**Adobe Reader** downloads the form onto your computer or device. This is free to download.

You can download the program here: [get.adobe.com/uk/reader](https://get.adobe.com/uk/reader)

**Do not use PDF Preview or any other program.**



**PDF Preview** is the program that opens on the internet only.

It does not download the form onto your computer or device.

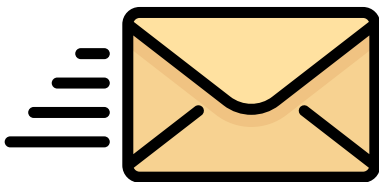
# Completing your Application

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When you have finished filling out the application form on your computer, email it to:

[emdf@cemvoscotland.org.uk](mailto:emdf@cemvoscotland.org.uk)



If you do not want to fill in this form online, you can print out the application form to fill in and post this to us using the address on the following page.



You can also talk to us if completing an application form is difficult or impossible for you.

We are happy to talk about different ways for you to tell us about your idea.

# How to get in touch with us

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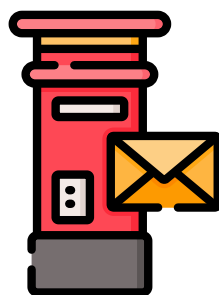
You can phone us on:

**0141 248 4830**



You can e-mail us on:

**[emdf@cemvoscotland.org.uk](mailto:emdf@cemvoscotland.org.uk)**



You can send mail to our address:

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

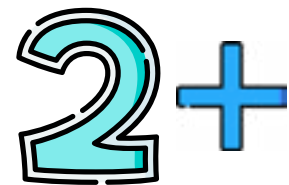
# Before you apply

**We just need to make sure you're eligible.  
Please check the boxes to see if you can apply.**

Talk to us if you feel you might not check all the boxes just yet.

**Your organisation has 2 or more people on the board or committee who are:**

- Not married
- In a civil partnership
- In a relationship
- Living together at the same address
- Or related by blood



**You are applying for an amount between £200 and £20,000 for a project that will be finished in around 12 months.**

You can also apply for one off events such as a festival, gala or conference.



**You are applying for funding to pay for things you have not already spent money on.**



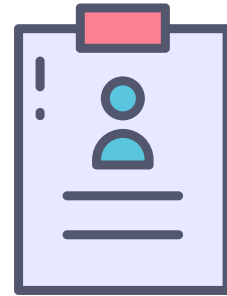
# Before you apply, check the boxes to agree

**You have a UK bank account or building society in the legal name of your organisation.**

**This must have 2 or more people that can agree on payments who are:**

- Not married
- In a civil partnership
- In a relationship
- Living together at the same address
- Or related by blood

**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.**

A **governing document** is a legal document that acts as a rule book for your organisation. It should say what the organisation wants to do and how they are going to do it.



**You make annual accounts. This means that someone has written about how your organisation spends its money.**

If you are a small organisation, this may not be made by your board and does not have to be done by an accountant.

If you set up your organisation less than 15 months ago, it is ok if you have not made annual accounts yet.

# Your Project

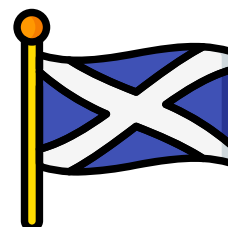
## What is the name of your project?

The project name should be simple and to the point.



# Your Project Details

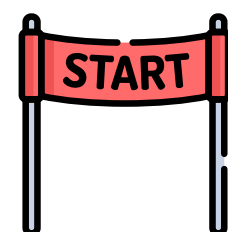
Please tick this box to confirm that your project activity will be taking place in Scotland



## When would you like your project to start?

For example, if you want your project to start on the 1st of January 2023, please write:

DD	MM	YYYY		DD	MM	YYYY
01	01	2023				



## When would you like to end your project?

For example, if you want your project to end on 1st of December 2023, please write:

DD	MM	YYYY		DD	MM	YYYY
01	12	2023				





# Your Project Details

## What local authority will your project be based in?

Please select from the boxes below



Aberdeen City Council

Aberdeenshire Council

Angus Council

Argyll and 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

Shetland Islands Council

South Ayrshire Council

South Lanarkshire Council

Stirling Council

The Highland Council

The Moray Council

West Dunbartonshire Council

West Lothian Council

# Your Project Details

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



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



# Your Project Idea

**What would you like to do?**

Below are some ideas of what to tell us about your project

- What difference will your project make?
- Who will be helped by your project?
- How long do you think your project will run for?
- How will you make sure people know about your project?
- How do you plan to learn from your project and how will you use this learning in future projects?
- Is your new project something new or something that was done in the past that worked well?

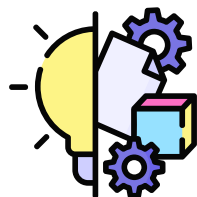


# Your Project Idea

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**Please write your project idea below**

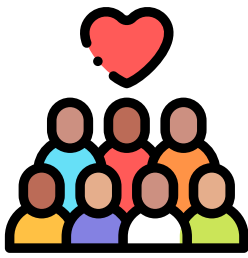
You can write up to 300 words for this section, but do not worry if you use less. (Minimum 50 words)



# How does your project meet our funding priorities?

Funding priorities are guidelines we use to decide who should get funding.

Your project must fit one or more of our priorities as shown below.



Bring ethnic minority people together and build strong relationships in and across communities



Help more ethnic minority people to be the best they can be, by supporting them as soon as possible.



Improve the places and spaces that matter to ethnic minority communities

You can write up to **150 words** for this section, but do not worry if you use less.

**Please write your answer below**

# How does your project involve your community?



We believe that people understand what is needed in their communities better than anyone.

**We want to know how many people you have spoken to, and how they will be involved in the project.**

Here are some examples of how you could involve your community members.



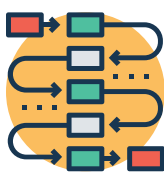
**Having regular chats with community members, in-person or on social media**



**Having community member(s) on your board or committee**



**Regular surveys or questionnaires**



**Setting up steering groups.**

A steering group is a group of people that helps an organisation by using their experience to help plan the project

# How does your project involve your community?



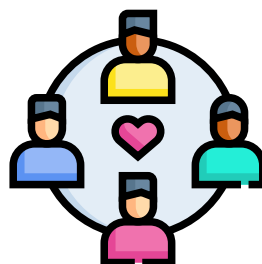
## Hints and Tips

### What do we mean by community?

- People living in the same area
- People who have similar interests or life experiences, but who might not live in the same area

You can write up to **200 words** for this section, but do not worry if you use less.

**Please write your answer below**



# Project Costs

List the costs you would like us to fund.

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

For example, if you are applying for pens, pencils, paper and envelopes, writing "office stationary" is fine.



Item or Activity	Amount
Example: Office Stationary	£ 450
	£
	£
	£
	£
	£
	£
	£
	£
	£
<b>Total costs you'd like us to fund</b> (must be less than £20,000)	

# Project Costs

Tell us the **total cost** of your project in the box below.

This is the cost of everything for your project, even things you are not asking us to fund.

For example, if you are asking us for £4,000 and you are getting £10,000 from another funder to cover additional costs, then your total project cost is £14,000.

**If you are asking us for £4,000 and there are no other costs then your total project cost is £4,000.**

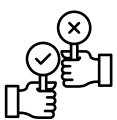
£

# Who will be helped by your project?

We want to hear more about the people who will be helped by your project.



 It is important to think carefully about your answers.



We will use this information to make better decisions about how our funding supports people and communities to do the best that they can do.



We will also use it to tell people about the effect of our funding and who it is helping.



The information you give us here will not be used to decide whether you will be given funding for your project.



# Who will be helped by your project?



## Hints and Tips

**What do we mean by projects for specific groups?**  
Some examples are below



**A group that aims to empower African members of the community.**

This group is specifically for people from a particular ethnic background



**A group that provides a space for female community members to get together and take part 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.

# Who will be helped by your project?

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If your project is aimed at people from a particular ethnic background, please tell us.

You can select more than one from the choices below

## Ethnic Background

### White (Please tick)

English

Welsh

Scottish

Northern Irish

British

Irish

Gypsy or Irish Traveller

Other

### Mixed or Multiple Ethnic Groups (Please tick)

Mixed ethnic background

### Asian / Asian British (Please tick)

Indian

Pakistani

Bangladeshi

Chinese

Other

### Black / African / Carribean / Black British (Please tick)

Carribean

African

Any other Black / African / Carribean background

### Other Ethnic Group (Please tick)

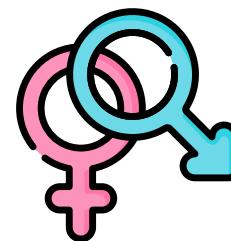
Arab

Any other

# Who will be helped by your project?

## Gender (Please tick)

If your project is aimed at people from a particular gender, please tell us.



You can select more than one from the choices below:

Male

Female

Trans Male

Trans Female

Intersex

Non binary

## Age (Please tick)

If your project is aimed at people from a particular age group, please tell us.



You can select more than one from the choices below:

0-12

13-24

25-64

65+

# Who will be helped by your project?

## Disabled People

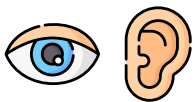
If your project is aimed at disabled people, please tell us.

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



## Hints and Tips

### What do we mean by sensory, mental and physical impairment?



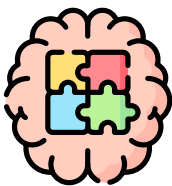
A sensory impairment could be problems with being able to see or hear.



A physical impairment could be to do with the brain, like epilepsy or cerebral palsy.



Or it could be to do with the muscles or bones, like missing limbs or arthritis.



A mental impairment could be memory problems, a learning disability or conditions such as autism.

Please select all that apply (Please tick)

Disabled people with sensory impairments

Disabled people with physical impairments

Disabled people with learning or mental difficulties

# Who will be helped by your project?

## Religion or belief

If your project is aimed at people of a particular religion or belief, please tell us.



You can select more than one from the choices below:

Buddhist

Christian

Jewish

Muslim

Sikh

No Religion

Other

(Please enter below)

## Sexual orientation

Will your project be aimed at people who are lesbian, gay or bisexual?

(Please tick **one** of the boxes below)



Yes

No

## Caring responsibilities

Will your project mostly help people with caring responsibilities?

(Please tick **one** of the boxes below)



Yes

No

## Other

If your project is for a specific group that has not been said above, tell us about it in the box below.



# Your organisation

## Organisation details

What is the full legal name of your organisation?

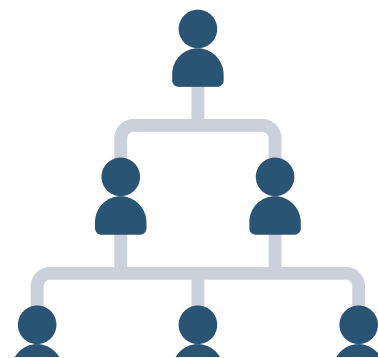
This must be as shown on your **governing document**.



A **governing document** is a legal document that acts like a rule book for your organisation.



It should say what the organisation wants to do and how they are going to do it.



# Your organisation



## Hints and Tips

Your governing document could be called one of many things. Its name is different for different organisations. It may be called a constitution, trust deed, memorandum and articles of association, or something else entirely.

Please enter the legal name of your organisation

If your organisation uses a different name in your day-to-day work, please tell us here.

For example, Alphabet Inc. is the organisation that owns Google but we call the organisation Google day-to-day.



When was your organisation set up?

Please tell us the month and year.

**Example:** January 2020 would be written as:

MM

YYYY

MM

YYYY

01

2020

# Your organisation

What is the main or registered address of your organisation?



**Building and street**

**Address line 2 (You do not have to tell us this)**

**Town or city**

**County (you do not have to tell us this)**

**Postcode**

What type of organisation are you?

We want to know what type of organisation you are. Please select your organisation from the list on the next page.





# Your organisation

**Please select one option only.**

If you are both a charity and a company, tick not for profit company.

## **Unregistered voluntary or community organisation**

An organisation set up with a governing document. But it is not a registered charity or company.

## **Not for profit company**

A company limited by guarantee, registered with Companies House. This can also be registered as a charity.

## **Registered charity (unincorporated)**

A company limited by guarantee, registered with Companies House. This can also be registered as a a charity.

## **Charitable incorporated organisation (SCIO)**

A registered charity with limited liability but it 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.

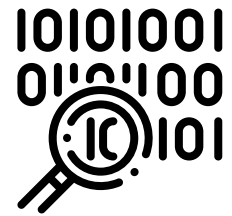
# Your organisation

## 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 accounting year end date?

This is the year that your finances are recorded. This is not always the same as the calendar year.

Please tell us the day and month.

For example, the 31st of March would be written as

**DD**

**MM**

**DD**

**MM**

31

03



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

Please use **whole numbers only**. For example: 15000

**£**



# Your Senior Contact

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



**This is a person in your organisation that is paid the most or has the most responsibility.**



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

### Hints and Tips



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

- This application is supported by the organisation applying
- Any funding you get from us is only spent on what you have told us you will spend it on
- The funded organisation fits our monitoring requirements.

### Job or role

Your senior contact must hold one of the jobs or roles listed below.

### Hints and Tips

The role of the senior contact can be different in different organisations.

# Your Senior Contact

## Senior Contact Role

<b>Chair</b>	<b>Vice Chair</b>
<b>Secretary</b>	<b>Treasurer</b>
<b>Trustee</b>	<b>Company Director</b>
<b>Company Secretary</b>	<b>Chancellor</b>
<b>Vice Chancellor</b>	<b>Religious Leader</b> (Like an imam, rabbi, vicar, etc)
<b>Other</b>	

## Full name of senior contact

### Full name of senior contact

This person has to live in the UK.

First name

Last name

## Date of birth

**We need their date of birth to help confirm who they are.**

We check their date of birth. So make sure you have entered it right. If you do not, it could make your application slower.

**Day**

**Month**

**Year**

# Your Senior Contact

## What is their home address?

We need their home address to help confirm who they are.

We check their address. So make sure you have entered it right. If you do not, it could make your application slower.

**Building and street**

**Address line 2 (You do not have to tell us this)**

**Town or city**

**County (you do not have to tell us this)**

**Postcode**

**Have they lived at this address for at least 3 years?**

Yes

No

# Your Senior Contact

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## Previous Address

If they have **not** lived at their address for 3 years, please tell us the home address they had before.

**Building and street**

**Address line 2 (You do not have to tell us this)**

**Town or city**

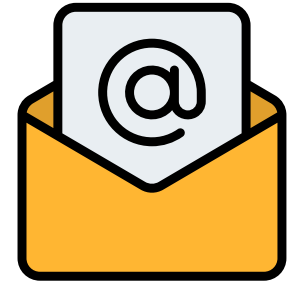
**County (you do not have to tell us this)**

**Postcode**

# Your Senior Contact

## Email Address

Please enter your senior contact's email address. We will use this whenever we get in touch about the project.



## Telephone Number

Please enter your senior contact's telephone number below.



## Communication needs (**you do not have to tell us this**)

Please tell us about any communication needs this contact has.



# Your Main Contact

Please give us the contact details of a person we can get in touch with if we have any questions.

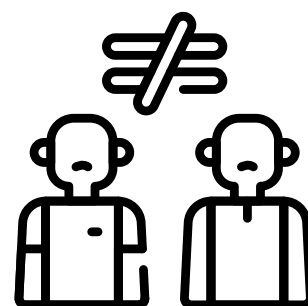
The main contact is usually the person filling in the form, so it is probably you.



The main contact needs to be from the organisation applying, but they do not need to have a particular job or role.



The main contact **must** be a different person to the senior contact



The main contact and the senior contact cannot be:



Married or in a civil partnership



living together at the same address



In a long term relationship



or related by blood



# Your Main Contact

## Full name of main contact

### Full name of main contact

This person has to live in the UK.

First name

Last name

I confirm that the main and senior contacts are not married, in a civil partnership or in a long term relationship with each other, living together at the same address, or related by blood.  
**(Please Tick)**

## Date of birth

**We need their date of birth to help confirm who they are.**

We check their date of birth. So make sure you have entered it right. If you do not, it could make your application slower.

Day

Month

Year



# Your Main Contact

## What is their home address?

We need their home address to help confirm who they are.

We check their address. So make sure you have entered it right. If you do not, it could make your application slower.

**Building and street**

**Address line 2 (You do not have to tell us this)**

**Town or city**

**County (you do not have to tell us this)**

**Postcode**

**Have they lived at this address for at least 3 years?**

Yes

No

# Your Main Contact

## Previous Address

If they have **not** lived at their address for 3 years, please tell us the home address they had before.



**Building and street**

**Address line 2 (You do not have to tell us this)**

**Town or city**

**County (you do not have to tell us this)**

**Postcode**

**Have they lived at this address for at least 3 years?**

Yes

No

# Your Main Contact

## Email Address

Please enter your main contact's email address. We will use this whenever we get in touch about the project.



## Telephone Number

Please enter your senior contact's telephone number below.



## Communication needs (**you do not have to tell us this**)

Please tell us about any communication needs this contact has.



# Bank Details

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

**We can not pay into all bank accounts.**

**We can not 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.

**Please note:** This is not the name of your bank.

## Sort code

For example, 12-34-56

## Account Number

For example, 12345678

# Bank Details

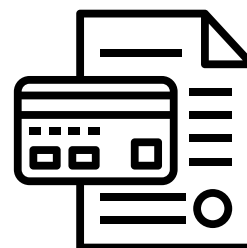
## Tell us your building society number

You only have to fill this in if your organisation is with a building society  
(You do not have to tell us this)

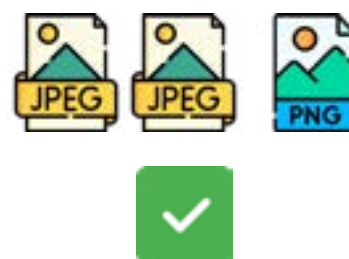


# Bank Statement

You **must** send us a copy of your bank statement with your application.



If you are doing your application online you must send us your bank statement as a PDF, JPEG or PNG file. You cannot send it as a word document



# Bank Statement

## Your bank statement

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

- your organisation's legal name
- the address the statements are sent to
- Your bank name
- Your account number  
For example, 12345678
- Your sort code  
For example, 12-34-56
- The date on your bank statement  
For example, 13/05/20

 <b>Bank Name</b> Bank Address Address line 1 Address line 2 Postcode	6 April 2021 - 5 May 2021 Page 1
	<b>Account Summary</b>
	Previous balance 0.00
	Withdrawn 25,854.58
	Paid in 35,521.58
	<hr/> 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

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.

Your welcome letter **must** show the date your account was opened, account name, account number and sort code.

## Your declaration

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



You might want to read it together with someone who can support you. It is not in easy read but has been made more accessible.

**OR**



You can get in touch with us for help. Our contact details are in the application section on page 5.

Proceed to the next page when you are ready



# Data protection

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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](https://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

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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](https://tnlcommunityfund.org.uk/freedom-of-information). This policy may be updated from time to time. If you think that there is information in your application that may be exempt from release if requested, then you should let us know when you apply. We will not usually release information about your project whilst it is being assessed. Otherwise we will use our judgement as to whether any exemptions may apply, which we may secure opinion on. Personal information would be withheld subject to the requirements of data protection laws.

# Our approach to fraud

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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.

# Our approach to fraud

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](https://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. 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;
  - 1.2. 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;
  - 1.3. 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](https://tnlcommunityfund.org.uk);
  - 1.4. 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;
  - 1.5. adhere to our guidance at [tnlcommunityfund.org.uk/funding/financial-governance](https://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;
  - 1.6. immediately return any part of the grant that is not used for your project or which constitutes an unlawful subsidy;
  - 1.7. comply with our safeguarding policy for grant holders, which is available on our website at [tnlcommunityfund.org.uk/policyforgrantholders](https://tnlcommunityfund.org.uk/policyforgrantholders);

# Terms and conditions

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- 1.8.** 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.
- 1.9.** 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;
- 1.10.** 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;
- 1.11.** allow us and/or the Comptroller and Auditor General reasonable access to your premises and systems to inspect project and grant records;
- 1.12.** 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

# Terms and conditions

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- 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.
  
- 3.** 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

# Terms and conditions

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- 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.

## Send us your application

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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 to accept the Terms and Conditions set out above on their behalf.

**(Please tick)**

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

**(Please tick)**

You understand that we will use any personal information you have provided for the purposes described under the **Data Protection Act**.

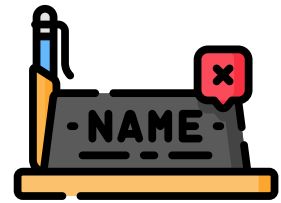
**(Please tick)**

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**.

**(Please tick)**

# Send us your application

Tell us your full name



Your job or role in the organisation



Please enter today's date



Please enter your signature



# Send us your application

Before sending us your application, check the boxes below to confirm that you have:



## **Answered all of the questions in the form.**

If you have not finished your application, we will need to get back in touch with you and it will take longer for us to give you funding.

**(Please tick)**

## **Attached a copy of your organisation's bank statement**

Attach it to the email you're sending or to the application form you are posting to us.

**(Please tick)**

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

### **By email**

[emdf@cemvoscotland.org.uk](mailto:emdf@cemvoscotland.org.uk)

### **By post**

CEMVO Scotland  
1st Floor, 95-107 Lancefield St  
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](mailto:emdf@cemvoscotland.org.uk)  
Phone: **0141 248 4830**  
Website: [cemvoscotland.org.uk/EMDF](http://cemvoscotland.org.uk/EMDF)

## Connect with us

 /CEMVOScotland

 CEMVO Scotland

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