

TOP TIPS FOR LOTTERY FUND APPLICATIONS

1. Establish the need
 - Only single figure percentage of applications normally gets funded.
 - Assume the Big Lottery Fund people know nothing about your local situation.
 - Spell it out; be thorough, cross i's and t's!
2. Provide evidence
 - What published reports are there to support your case?
 - Quote the sources clearly.
 - What supporting statements can you get from credible sources?
 - What do service users or those in need have to say?
3. Conduct surveys
 - Consider surveys of your users and/or community surveys
 - Get help in survey design if need be
 - Include questions likely to produce quotable comments
4. Manage the project
 - Establish a single point contact with architect/ contractor to avoid costly changes and delays
 - Exercise very strict control over variations to the contract during construction.
 - Communicate with each other and your congregational and other supporters.
 - Email can speed up and greatly help communications and interim decisions between formal meetings.
5. Build a rounded team
 - Have you any missing skills such as financial, fund-raising, technical, action-oriented, ideas generation, doers, or communicators?
 - Consider involving some expert advisors in appropriate ways, such as when needed, telephone advice, commenting on documents and coming to some, all or no meetings.
6. Be community-focused
 - Focus on the needs of the community not on your own building needs.
 - Explain the difference to the community that the project will make and the cost of not going ahead.
7. Use photographs
 - Your application has to compete with many others. Sometimes a picture or chart is worth a thousand words.
 - Use them appropriately to support not replace your written text.
8. Circulate draft applications
 - Applications often need a few rewrites or improvements.
 - Send the drafts to people inside and outside the project who can objectively and critically comment.
 - Does your local or county authority have anyone able to help you?

9. Follow Big Lottery Fund report outline.
 - Read their notes carefully and give them what they want where they want it.
 - Using their outline saves you lots of time.
10. Support Big Lottery Fund stated community values.
 - Show how your project reflects their principles of accessibility, equality and the environment.
 - Reflect their values of fairness, accessibility, strategic focus, involving people, innovation, enabling and being additional to government
 - Demonstrate that your own faith-based values are inclusive and help rather than hinder support of their values.
11. Establish sound policies and procedures
 - Consider safeguarding, lettings, equal opportunities, harassment and bullying, health and safety, security, fire and accident prevention and data protection.
 - Ensure that if they are not completed when you apply, there is a plan and timetable to complete them.
12. Develop S.M.A.R.T. outcomes for your project linked to the Fund's aims
 - **S**pecific, not vague.
 - **M**easurable both before and after.
 - **A**greed within the church as well as the project team to prevent problems later.
 - **R**ealistic though challenging and worth doing.
 - **T**ime bound with say a five year aim and a one year specific milestone.
 - The Big Lottery Fund will use these longer term aims to help determine the community value of a project.
 - The one year milestones will be their main measure of your delivery success.

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