

Common mistakes to avoid when filling out an Awards for All application form

Awards for All is the Big Lottery Fund's small grants programme offering grants between £300 and £10,000. It aims to help improve local communities and the lives of people most in need.

Here are some common mistakes you can avoid when filling out your application form.

- **The project does not meet one of the BIG outcomes.** Your project will need to meet one of the following:
 - People have better chances in life
 - Stronger communities
 - Improved rural and urban environments
 - Healthier and more active people and communities
- **The project is not eligible for the Awards for All programme.** Awards for All will now only pay for arts, sports or heritage projects where the main purpose of the project meets one of the four outcomes listed above. We will not fund applications where the main purpose of the project is sports, arts or heritage.
- **Not showing that there is a need for your project in the community.** Make sure that you fully explain the need for your project – what it is and how you have identified it. This could include surveys of the community or local area or researching the local area for similar services.
- **Timings.** You must send us an application at least three months before your project starts and be able to complete your project within one year.
- **Name of organisation does not match supporting documents.** Before applying you need to make sure the name of your organisation matches that on your bank account and other supporting documents. You will also need to have at least two unrelated signatories for your accounts.

Before you submit your application form make sure that you have filled in all sections of the application form and check them against the guidelines one last time.

For more information on how to apply visit www.awardsforall.org.uk or you can contact your local CVS or phone the BIG advice helpline on 0845 4 10 20 30.

Next time we'll be giving you some tips on how to evidence need and produce SMART outcomes.