

Big Lottery Application Process
Reaching Communities Buildings
Next Steps

Stage 1 Application - July/August 2016

- > Confirm which Grant are we are applying for and our eligibility
- > Set out our main project aims and activities
- > Identify community need
- > Confirm that our project meets our beneficiaries needs
- > Show how we intend to work in partnership with other organisations
- > Clearly set out how people will benefit and what difference the project will make in the community
- > Identify early project costs

Wait - Six Weeks for response

Stage 2 Application - September 2016

- > Provide more complex detail regarding the need for the project - Community Engagement/Consultation/Support
- > Show how the project fits with other local and national plans and strategies
- > Put in place indicators to measure and track our progress
- > Show how we intend to evaluate the impact of the project
- > Demonstrate how we will learn for the project and share information
- > Consider how we will work with other organisations - How will we ensure that people have access to our project - Website
- > Demonstrate how the project will be sustainable and have a lasting impact
- > Review in more detail and set out Capital Costs
- > Provide detailed building information
- > Consider revenue funding
- > Undertake an historical impact assessment/condition Survey and viability report
- > Provide an options appraisal
- > Provide a full design brief
- > Clearly set out our method of procurement and what the professional needs are for the project to be successful
- > Review timescales
- > Have a clearly set our project management plan
- > Ensure policies and procedures and in place together with all health and safety requirements and CDM Co-ordinator
- > Ensure we have fully considered the implications of equality
- > Consider VAT implications

Wait 4 months for response

Stage 3 Application January 2017

- > Submit our business plan for sustainability - this is to include hierarchy, skill sets within the committee and any identified training needs, policies and procedures, advertising and accessibility, usage, our plans to increase usage, costings for hire etc
- > Full Capital Cost project delivery plan
- > RIBA Stage 3
 - Planning consent
 - Building Regulations
 - Design

- CDM Co-ordinator appointed
- Architect Appointed
- Project Manager Appointed
- Independent Referee Appointed (if requested)
- Professional team in place - and confirmation that project can begin within 6 months
- Solicitor Appointed (if required)

Wait 6 months for response

June/July 2017 - Project to begin

October 2017 - Project to be completed

Regular progress reports and beneficiary monitoring