

Guidance Notes

About Our Funding Programmes

We provide grant funding to support projects that improve the health and wellbeing of communities across England, Scotland and Wales.

Each funding programme has its own priorities, eligibility criteria, funding levels and timelines. Full details for each programme will be published when applications open.

To hear first-hand about new funding opportunities, including programme launches, eligibility criteria, opening and closing dates and application guidance, please sign up to our newsletter via our website: <https://thehealthlotteryfoundation.org.uk/join-our-mailing-list/>

Who Can Apply

Funding programmes are generally open to not-for-profit organisations, including:

- Registered charities.
- Community Interest Companies (CICs).
- Constituted voluntary or community groups.
- Other not-for-profit organisations.

Organisations are typically expected to:

- Be based in England, Scotland, or Wales.
- Have been established for at least two years.
- Be able to provide audited or independently reviewed accounts.
- Have a bank account in the organisation's name.

Please note that specific eligibility requirements may vary between funding programmes.

Full eligibility criteria will always be detailed within each funding programme guidance.

Information Required

Depending on the programme, applicants may be required to upload organisational policies and supporting documents as part of the application process.

These documents help us ensure that funded organisations have appropriate governance, safeguarding, financial, and data protection procedures in place.

Examples of documents that may be requested include:

- Safeguarding Policy.



- Equality and Diversity Policy.
- Data Protection / GDPR Policy.
- Health and Safety Policy.
- Audited or independently reviewed accounts.

Policies and procedures should be appropriate to the size and activities of your organisation and should be reviewed regularly.

We recommend preparing key documents before starting an application, as incomplete applications may not be eligible for submission.

What Makes a Strong Application?

We are looking for applications that clearly demonstrate:

Clear Need

Evidence that your project responds to a genuine need within the community you support.

Strong Outcomes

A clear explanation of the difference your project will make and how it will positively impact beneficiaries.

A Well-Planned Approach

Realistic, achievable delivery plans with clear activities and timescales.

Value for Money

Budgets that are appropriate, proportionate and clearly explained.

Relevant Experience

Evidence that your organisation has the skills, experience and capacity to successfully deliver the proposed work.

Sustainability

Consideration of what happens after the funding ends and how outcomes may continue.

Due to the volume of applications received, meeting the eligibility criteria does not guarantee funding.

Application Process

Step 1 – Check Eligibility

Before applying, please carefully review the eligibility criteria and programme guidance for the relevant funding round.



Step 2 – Submit Your Application

Applications must be submitted through our online application system.

Please ensure all sections are completed fully and all required supporting documents are uploaded before submitting your application.

Once submitted, applications cannot usually be amended.

Step 3 – Review Process

Applications are reviewed against the published assessment criteria and assessed by our team.

Step 4 – Decision

All applicants will be notified of the outcome of their application.

Due to the volume of applications received, we may not be able to provide individual feedback to unsuccessful applicants.

Successful applicants will be contacted regarding next steps.

If Your Application Is Successful

If your application is successful, the following steps will usually take place:

Acceptance of Grant

You will be asked to review and accept our standard grant terms and conditions through the grant's portal.

Verification Checks

You may be required to provide bank verification documents, such as:

- A recent bank statement.
- A paying-in slip.

We may also carry out verification checks using publicly available organisational contact details.

Payment

Grant payments are made by direct transfer to your organisation's bank account.

You will be notified once payment has been made.

Communications and Publicity



We may contact successful organisations regarding press, media, case studies, or publicity activity related to funded projects.

Reporting Requirements

Successful applicants will usually be required to complete a funding impact report.

Reporting requirements and timescales may vary depending on the size, duration and nature of the funded project.

We aim to keep reporting requirements proportionate and straightforward.

Accessibility and Support

We are committed to making our application process accessible.

If you require support or reasonable adjustments to complete an application, please contact us and we will do our best to assist.

Use of AI Tools

Applicants may use AI tools to support drafting applications. However, all information submitted must be accurate, relevant and reflect the organisation's own work, plans, and experience.

Before You Apply

Before starting an application, we recommend that you:

- Carefully read the eligibility criteria.
- Review the funding rounds guidance notes.
- Prepare key information about your organisation and project.
- Ensure financial information is available.
- Prepare any required supporting documents for upload.

Need More Help?

Please refer to our FAQs or contact us using the details provided on our website.

Information about future funding opportunities, including opening dates and programme guidance, will also be shared through our newsletter and website updates.