

'SPACE FOR ALL' COMMUNITY AWARD SCHEME FREQUENTLY ASKED QUESTIONS

Can anyone apply for an Award?

Anyone can apply for an Award, but you must be linked (or be prepared to link) with an organisation with audited accounts. The organisation will take financial responsibility for any Award. As these awards are popular and there is a relatively small pot of funding, you will be **less** likely to be awarded funding if you have received funding in previous years.

Why do we need to have audited accounts?

The Space for All Community Award Scheme is paid for from public money and thus spending must be transparent and available for Freedom of Information (FOI) requests and the National Audit Office.

Can I apply for funding from UK Space Agency even though I have been promised money from other sources?

Yes, we encourage partnerships however, due to pressures on our funds, our judges are unlikely to recommend funding a project that would still go ahead without funding from UK Space Agency.

How soon will we know whether our application has been successful?

For this round of Awards we aim to let you know officially on or soon after 24 November 2014.

If I do receive an Award, when will I get the money?

Awards take the form of a grant letter between the Award winner and UK Space Agency. The Award will usually be paid at the completion of the project and when we have received a final report and a summary of spend. We can make staged payments, but you will need to arrange that with us in advance. **Payments are never made in advance of the work being done.**

What form should the final report take?

We provide a report form template to use on the [Agency's website](#). This asks you to refer to your original aims and objectives, and indicate how well these aims and objectives were met. As far as possible, you should identify those factors which influenced the development of the project (whether positively or negatively). You should also refer to the methods by which you measured the project's success. You should also include a Financial Statement giving a *brief* breakdown of how the funds awarded were spent.

Will you accept any additional supporting information once the application window has closed?

No, in order to ensure fairness across the applications we will not receive an additional support material for your application, once the applications window has closed.

What does Administrative authority mean on the Application Form's Declaration?

The Administrative Authority is a senior person in your organisation who is deemed to have the authority to sign off on the project e.g. in a school this would usually be the headteacher.