

Return to Play – Small Grants

Copy of online Application Form

When you initially click “Apply now” you'll be asked to either login using your organisation’s existing login details (for a previous Small Grants application) or create a new login and register your organisation.

New Login – Register your organisation

Register Your Organisation

Organisation name *	<input type="text"/>
	<input type="button" value="Find Address"/>
Organisation Name	<input type="text"/>
Building Name	<input type="text"/>
Building Number / Street	<input type="text"/>
Town *	<input type="text"/>
Postcode *	<input type="text"/>
Organisation contact name *	<input type="text"/> <input type="text"/> <input type="text"/>
Position in Organisation *	<input type="text"/>
Organisation contact email address *	<input type="text"/>
Confirm Organisation contact email address *	<input type="text"/>
Organisation Telephone number (landline) *	<input type="text"/>

Login information

User name (6 - 12 characters) *

Find Address function – click find address, type in postcode, select the address from the drop down provided. When you select the address, it should populate the fields as shown below. Then click Confirm address.

After confirming the address, complete the contact details, including creating a username then click Register. An email will be sent to you with your password.

Starting your application

Work through the application step by step, initially clicking on the orange bar as shown below. Complete each page, remembering to save each page before moving on.

The screenshot shows the Sport England application portal. At the top is the Sport England logo. Below it, a navigation bar contains the text: "URN:2020021660 (Small Grants)", "If you need help please phone 03458 508 508 or email funding@sportengland.org", and "Opening hours: Monday to Friday 8.00am - 5.00pm". Below the navigation bar are two links: "Back to My Applications" and "Log Out". The main heading is "My Application Form". Below this heading is a paragraph: "To prevent losing any work, please ensure you save your work regularly (at least every 30 minutes) using the 'Save' button provided." To the left of the main content is a vertical sidebar with four numbered steps: 1 (orange), 2 (grey), 3 (grey), and 4 (grey). Step 1 is expanded and contains the following text:

1 Before You Start

Before you begin your application, you should read the advice and guidance provided by Sport England. You can read about our funding programmes by visiting our Funding Guidelines web pages at www.sportengland.org/funding.aspx. The information will help you with your application.

Please now click on the orange bar to the left of this text for information you need to know before you start your application. Thank you.

2 Application Form

To begin completing the application form or to return to a partially completed application form, click the button to the left of this description. This stage is only available once the pre-application stage has been completed and if the button is coloured orange.

3 Assessment

Sport England is currently assessing your project. During this stage you may be asked for additional information to clarify any points or to further develop the project.

4 Post Award Forms

Click the button to the left of this description to access the Post Award Forms section. You may be required to submit an online Cashflow and Claim Expenditure Forecast for your project as detailed in your award letter. This is not a requirement for Community Investment Fund, Small Grants and Sportsmatch projects. All Sport England funded projects will be subject to an appropriate level and type of measurement and evaluation. This will be designed to ensure that your organisation meets its statutory duties, manages risks, and most importantly, achieves the agreed outcomes.

'Before you start'

There are compulsory paragraphs that you must read and tick that you've understood before drafting your application, these include: Guidance information, Freedom of Information, Data protection, Counter fraud. Once these are ticked, please click continue.

Commencing the application

Click on the orange bar to start drafting your project application

2

Application Form

To begin completing the application form or to return to a partially completed application form, click the button to the left of this description. This stage is only available once the pre-application stage has been completed and if the button is coloured orange.

3

Assessment

Sport England is currently assessing your project. During this stage you may be asked for additional information to clarify any points or to further develop the project.

About your organisation

Please select the appropriate organisation description from the drop down, please ensure that your organisation is eligible based on the [fund guidance](#). Please note that not all the organisation types will be eligible.

Gold = Current Page • Green = Completed Page • Red = Missing Information • Grey = Not Yet Started

Attach supporting documents Print Page Here

Previous | Save | Home | Exit | Continue

Organisation | Contacts | Your Project | Funding | Submit

About Your Organisation

Which of the following categories best describes your organisation? * 

Are you a registered charity? * Yes No

Are you a company? * Yes No

Previous | Save | Home | Exit | Continue

If you're a registered charity, please enter your charity number when prompted to do so.

If you're a company, you'll be asked if you're limited by guarantee or shares. Please select which is appropriate for your organisation and include your company number when prompted.

Project contact details

Please complete contact details for the main project contact and a secondary contact. *Please note, names and email addresses must be different.*


Gold = Current Page • Green = Completed Page • Red = Missing Information • Grey = Not Yet Started

[Attach supporting documents](#) [Print Page Here](#)

[Previous](#) | [Save](#) | [Home](#) | [Exit](#) | [Continue](#)

Organisation | **Contacts** | Your Project | Funding | Submit

Project Contact Details

Who should we contact about this project idea? 

Title *

First Name *

Surname *

Position in organisation *

Email address *

Please give the address details for the named contact above.

This address will be used for all correspondence and guidance we send to you


Organisation Name


Building Name


Building Number / Street

Town *

Postcode *

Daytime Telephone number (landline) * 

Evening Telephone number (landline) 

Mobile Telephone number 

Second Contact and Payment Contact

Please complete the details for a second contact for your organisation (for example, Director, CEO, Treasurer, Company Secretary and so on):

Title *

First Name *

Surname *

Position in organisation *

Email address *

Please give the address details for the named contact above.


Organisation Name


Building Name


Building Number / Street

Town *

Postcode *

Daytime Telephone number (landline) * 

Evening Telephone number (landline) 

Mobile Telephone number 

Tell us more about your project – please note, if you go over the 500 words, it will not save the additional text. **Projects should be aiming to start within six weeks.**

[Previous](#) | [Save](#) | [Home](#) | [Exit](#) | [Continue](#)

Organisation

Contacts


Your Project

Funding

Submit

Tell Us More About Your Project

What is the title of your project? * 

Please describe your project; include who will benefit from your project and what difference it will make to them. * 

Think about the people you are going to work with, why they need this project and the impact it will have on them. (500 words maximum)

0 words

How will you deliver your project? * 

Think about what resources you need and steps you need to take. (500 words maximum)

0 words

When will your project start? (dd/mm/yyyy)*

When will your project finish? (dd/mm/yyyy)*

How many people will benefit in total? * 

Please note, if we fund your project you will need to report on its success so you should keep records of the number of people who benefitted and tell us about the impact on them.

Would a photo or video help explain your project? If so attach any supporting document here.

Your documents and images will appear in the Submit tab at the end of the application.

Please remember to save your work before adding files.

 [Attach supporting documents](#)

Link to video hosted online (e.g. YouTube)

Please make sure you click save before adding additional project documentation.

Sport and affiliations

Please use the dropdown lists to select the sports relevant to your application and if you're affiliated to any governing bodies. Multiple sports and multiple affiliations can be selected.

Which sport(s) will your project involve?*

If your sport is deemed "high risk" (denoted by the ° degree mark on the dropdown) you will be asked to supply a copy of your NGB affiliation where applicable.

Add Sport

Selected Sport(s):

Badminton

Delete

Are you affiliated to an NGB?*

Yes No

Select the national governing body (NGB) that you are affiliated to:

Add Affiliation

Affiliated NGB

Badminton England

Delete

Location please use the 'Add location' feature to add address (or addresses, if there are multiple activity locations).

Where will your project take place * 

Click on the Add Location button and enter a postcode to find the address or Use Map option to click on a map and drop a pin on the site or sites that relate to your project. The first site you add will be recorded as the 'main site'.

Add Location

Main Site

Clear

Other Sites

Clear

[Previous](#) | [Save](#) | [Home](#) | [Exit](#) | [Continue](#)

Please note, if you're adding more than one 'other location' and you make an error, clicking clear will clear all of the 'other sites'.

Funding your project

Using the Item/Activity dropdown, please itemise your project costs. Return to Play: Small Grants can fund facility development costs less than £10,000 which is **not** on the dropdown, so please select other and complete the description field as 'Facility development' for these costs – see image below.

Funding Your Project

Please provide a breakdown of the total cost of your project. *

Item or Activity	Item/Activity Total	Amount requested from Sport England (£)
Please select... <input type="button" value="v"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Click Here to Add](#)

Item or Activity	Item/Activity Total	Amount requested from Sport England (£)	
Staff Costs	2000	0	Edit Delete
Other: Facility Development	3000	3000	Edit Delete
Item/ Activity Total	5000	3000	

You may notice that on this example, staff costs were identified as being £2,000, however the amount was not requested from Sport England as part of the application.

It'll appear that the total project cost is £5,000, however only £3,000 has been applied for, leaving a shortfall of £2,000. If this happens, the application will ask you to state where this shortfall of funds is coming from.

Total Project Cost	Amount (£)
Amount requested from Sport England	3000
Funding you still need	2000
Total Project Cost	5000

Where will the funding you still need come from? *

This can include money you have now, or any money that you're planning on accessing or raising outside of your Sport England request.

Attach a detailed budget

This is not a requirement but if you want to share a detailed budget with us you can upload it here.

Your budget will appear in the Submit tab at the end of the application.

Please remember to save your work before adding files.

[Attach a detailed budget](#)

Please make sure you save your work before adding documents.

Submitting your application

Please keep an eye on the summary section to the right of the screen, as this'll indicate there may be missing information. If you've saved your work, you can then use the green tabs at the top of the page to navigate back to the appropriate section to fill in.

[Previous](#) | [Save](#) | [Home](#) | [Exit](#) | [Continue](#)

[Organisation](#) | [Contacts](#) | [Your Project](#) | [Funding](#) | [Submit](#)

Before you submit your application

Once submitted, your application will be assessed by a member of our dedicated grants team. Before a final decision is made, we may want some clarification or additional information. If we fund your project we will need to check your organisation is eligible for funding and meets our due diligence requirements. You will be asked to submit your organisation's governing document, a copy of your most recent annual accounts, the last three months of bank statements and relevant safeguarding policies if you are working with young people or adults at risk. You will also be asked to supply a copy of your NGB affiliation where applicable.

Attach supporting documents

You can upload photographs, project delivery plans or any other document you think would help explain your project (maximum file size for each uploaded document is 10 MB approx.)

There are currently no files uploaded.

Thank you for entering the information required in applying for Sport England funding.

[Printable Version Of Application](#)

Please tick this box to indicate that the information you have provided is true and correct to the best of your knowledge.

Awarding funds from
The National Lottery

Summary	
Page Name	Status
Organisation	Completed
Contacts	Completed
Your Project	Completed
Funding	Completed
Submit	Completed

Once you've made sure all sections are green and additional documentation has been uploaded, there's an option to print off a copy of your application.

Please tick the box to acknowledge that the information you've provided is correct, then proceed to Submit application.