



**TOYOTA PARASPORT FUND:
GUIDE FOR APPLICANTS**

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INTRODUCTION

Parasport Powered by Toyota (www.parasport.org.uk) is an online hub designed to empower more disabled people to get active, helping to showcase the range of activities to participate in that are local to you.

We want everyone to discover the benefits of a more active lifestyle – meeting friends, building confidence and becoming more physically fit, whilst supporting mental wellbeing.

So much has happened in the last year and Covid-19 has hit the sport and physical activity sector hard. Disabled people have been disproportionately affected and it's clear that coronavirus has significantly exacerbated some of the challenges disabled people already faced in their daily lives. That's why we all have a responsibility to not only reverse the impact of coronavirus, but to ensure sport and physical activity returns and recovers in a way that is even more inclusive and more accessible than it was before.

As part of the Parasport campaign, Toyota is delighted to launch Round 2 of the Toyota Parasport Fund in partnership with Sport England.

The first round of the Toyota Parasport Fund in April 2020 made 93 awards totalling over £350,000, to help more disabled people get involved in sport and physical activity through funding specialist equipment.

Round 2 will be a small, open investment programme of £200,000 for organisations looking to support disabled people to return to sport or activity, when Covid-19 restrictions allow them to do so.

The fund aims to support the shared goals of Toyota, Paralympics GB and Sport England to continue to improve the quality and quantity of sport and activities available to people with impairments.

The information in this guide will provide everything you need to know about the programme – but if you need any assistance please contact us on 03458 508 508 or funding@sportengland.org



WHO CAN APPLY?

Before you consider applying for funding, you need to be sure that your organisation and project are eligible for a Toyota Parasport Fund award.

You can apply if your organisation is a voluntary or community club or organisation, registered charity, not-for-profit company or community interest company.

Organisations established to make a profit may apply provided that the project does not make a profit that can be passed on to shareholders or directors. Other social enterprises, schools or statutory bodies are also eligible.

We will not fund:

- Individuals or sole traders
- Organisations not established in England
- Applications made by one organisation on behalf of another (unless applying on behalf of a partnership)

If your application is successful, you will need to provide us with your organisation's written constitution or governing document which, where appropriate, needs to contain a clear not-for-profit statement and charitable dissolution clause.



WHAT WE WANT TO FUND



The Toyota Parasport Fund Round 2 is looking to fund organisations that help disabled people take part in sport and activity when Covid-19 restrictions enable them to do so.

The intended applicants will be clubs and organisations that can deliver sport or activity safely for disabled people. We intend to invest in a range of proposals that meet the criteria.

We are keen to be led by your knowledge around what organisations and their disabled members say they need at this time. We'll adopt a flexible approach on the types of projects we'll support. Below are some examples of what can be funded - if you're not sure whether we can fund an item, please speak to us before applying by calling 03458 508 508, or emailing funding@sportengland.org.

For example, funding could be used for additional sports equipment, or coaches/instructors for additional sessions because of having to deliver to smaller groups than normal. It could be used for signage, sanitation, or training courses to help clubs deliver activities safely and accessibly. It could also be used for clubs to purchase additional equipment to send to individual club member's homes on a loan basis until they are ready and confident to return to take part within the club environment.

This funding is not designed to help with general running costs.

The Toyota Parasport Fund will offer funding to projects involving adults and young people aged 5 or over, which meet our aims and the qualifying criteria.

YOUR PROJECT MUST ALSO:

- Use the award to get groups of primarily disabled people taking part in sport or activity.
- Both register the activity and add an opportunity on www.parasport.org.uk
- Apply for between £1,000 and £5,000
- Complete most spend on the project within a 12-month period from the date of the award letter
- Aim to start within six weeks from the date of award letter
- Be delivered to beneficiaries based in England.

Please note that for sports that Sport England deems higher risk, appropriate affiliation to the national governing body will be required. Please call 03458 508 508 if you are unsure whether your sport fits this criterion.

WHAT COSTS WE WON'T FUND

The focus of the project should be the positive impact it has in increasing inclusivity and accessibility when Covid-19 restrictions are eased and the difference our funding will make.

While your budget should include what you need to make a positive impact, there are some costs we won't fund:

- The general running costs of an organisation (e.g. day to day expenses such as rent, gas, electricity, and insurance costs)
- Equipment which only benefits an individual e.g. bursaries or kit and equipment that is not shared.
- Fixed items of equipment (e.g. goals and nets that cannot be easily removed). We also cannot fund fixed equipment which may require planning permission or may impact on any lease.
- Projects involving construction or refurbishment of property. We will also not fund the erection of temporary buildings or land improvement work (e.g. drainage, resurfacing of playing surfaces, laying of artificial surfaces or installation of irrigation systems).
- Initiatives that take place or incur costs (including deposits and costs associated in submitting the application) before the date of the offer letter.
- Contingency costs and VAT you can recover
- More than £5,000 to the same organisation in a funding round
- Sponsorship, endowments or loan repayments
- Other costs incurred before the date of the offer letter
- Cost benefitting participants under five years of age (This isn't an exhaustive list of everything we won't fund)





PREPARING YOUR APPLICATION

When you have checked that your organisation is eligible to apply and your project meets our funding criteria, you should consider the following steps:

- Plan your project
- Gather your information
- Register on-line. The title of the project MUST start with 'Toyota Parasport Fund – [Insert Project Name Here]'
- Complete your application

PLAN YOUR PROJECT

Funding applications are more likely to be successful if they can show the project has been carefully thought through. We will assess your application against the below areas so you should consider:

ABOUT YOUR PROJECT

Think about the people you're going to work with, why they need this project and the impact it'll have on them.

PROJECT DELIVERY

Tell us the resources you need to deliver project and the steps you need to take to ensure your project is a success.

PROJECT DETAILS

Tell us about the start and finish dates of your project and how many people it will benefit in total.

ANY ADDITIONAL INFORMATION

Would a photo, video or any other information help to support your application?

BUDGET

A breakdown of what any potential funding will be spent on.



REGISTER YOUR ORGANISATION

AND ADD AN OPPORTUNITY

If you've not applied before, you'll need to register your organisation before you can start an application - you can do this [here](#).

To receive funding, the opportunity will also need to be listed on [Parasport.org.uk](https://parasport.org.uk).



COMPLETE YOUR APPLICATION

We are looking for the best projects, not the best applications, and you should only write something you think really helps us understand how good your project is. Focus on the criteria detailed above and use the guidance available by clicking on the '?' icon next to each question on the application form for more assistance.

Once you have listed your organisation and opportunity on Parasport (www.parasport.org.uk/find-an-opportunity), you will receive your unique URL. This URL must be included in your application. The application form can be found here www.sportengland.org/parasporttoyota and can be done with the following steps;

- go to the section of the application titled 'Tell us more about your project' (pg.5).
- click on the box titled 'Link to video hosted online'
- copy your URL into the box
- click save

The funding window is open from 7 May 2021 to 5pm Monday 31 May 2021, all applications for funding must be received by us by the closing date.

AFTER YOU HAVE APPLIED

Once you have submitted your application, we will check to see that your project is eligible

If you have submitted your supporting documents, we will also check these to ensure your organisation is eligible to hold an award.

If either your project or organisation is not eligible, then we will not consider the quality of your project further.

We aim to provide a funding decision as quickly as possible – this will take no more than eight weeks from the date the funding window closes.

We may need some additional information from you, in which case we will contact you with our questions.

Please be aware that the Toyota Parasport Fund has a finite amount of money and we sometimes have to turn down eligible and potentially fundable projects simply because we don't have enough money to support everything we would like to.





IF YOU ARE SUCCESSFUL

GATHER YOUR SUPPORTING DOCUMENTS

While we can consider your application with just your application form, we will only be able to make a final decision to pay an award when we have the following documents:

- Governing document/constitution
- Most recent financial accounts – if you are a new organisation, please submit a three-year income and expenditure forecast
- Last three bank statements – if you are a new organisation, please provide evidence that you have a bank account
- Safeguarding Policies (if relevant to your project)

These documents should all be in the name of your organisation and can either be uploaded when completing your application, emailed to: funding@sportengland.org remember to include your unique reference number) or sent by post to:

SportPark, 3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF

If you are offered an award, you will receive an Award Agreement that states the purpose of the award and contains our terms and conditions.

It will also contain various forms that you will need to fill in to accept and claim your award.

Please read your award letter carefully and keep it safe for future reference. Your grant is intended specifically for the project you have applied for and any proposed changes should be discussed with us in advance.

You should pay particular attention to keeping all receipts and evidences of expenditure. Payments for goods and services for the project should be made directly from the organisation's bank account (i.e. not by cash), as we may request bank statements to verify claims for payment.

CONTACT US – WE ARE HERE TO HELP

If you are unsure of anything in this guide or need any other information, please call us on: 0345 850 8508 or email: funding@sportengland.org

