



Department for
Digital, Culture,
Media & Sport



**SPORT
ENGLAND**

Sport Survival Package | Phase 2

Programme guide

June 2021

Version 1

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1. Phase 2 | Programme summary

Funding available	Approximately £300 million Including approximately £200m of loan funding and approximately £100m in grant funding.
Funding range	Minimum £5,000, no upper limit.
Funding Period	1 April 2021 – 31 March 2022 (NB. Aligned to the Government road map for easing CORONAVIRUS restrictions.)
Key dates	Organisations invited to apply from: 1 April 2021 Investment decisions: 1 April 2021–31 December 2021 (Decision points as frequently as required during this period.)
Programme objectives	The programme is focused on safeguarding access to live sport which has been threatened by the coronavirus (Covid-19) delay to spectator readmission. The programme objectives are to: <ul style="list-style-type: none"> • ensure as many sports or sports clubs survive the period of coronavirus restrictions which prevent spectators from attending professional sports competition • minimise the long-term damage to participation through safeguarding investment into grassroots community activity and women’s sport.
Eligible organisations	Properly constituted sports organisations with a governing document. The kinds of organisations eligible to apply include: <ul style="list-style-type: none"> • private companies (either limited by shares or guarantee) registered at Companies House • community interest companies (either limited by shares or guarantee (CICs)) registered with the CIC regulator • charitable incorporated organisations (CIOs), charitable companies or charitable trusts registered with the Charity Commission for England and Wales • community benefit and co-operative societies registered with the Financial Conduct Authority • statutory bodies and other public bodies including universities running or maintaining professional sport <p>The applicant organisation must be based in England and have been properly constituted and registered with the relevant regulatory body where applicable.</p> <p><i>(Please see section 3 for full details on who can apply.)</i></p>

Eligible costs	<p>The programme is focused on supporting organisational survival through the road map restrictions period and up until 31 March 2022 as appropriate. That means the majority of essential business operational costs will be eligible.</p> <p><i>(Please see section 4 for full details.)</i></p>
Typical submission information required	<p>The programme will manage a significant range of funding requests which may impact the information requirements. As a minimum, all organisations will be asked to provide the following:</p> <ul style="list-style-type: none"> • Application form • Financial information template • Financial statements for the last three years <ul style="list-style-type: none"> ○ Companies who don't produce financial statements (or statements with limited information) will be required to provide management accounts • Written consent from each director and beneficial owner to Know Your Customer checks. <i>(See 'Structural criteria' within section 6 for more details.)</i> • Any necessary governing documents that are not publicly available. <p>On a sport-by-sport basis there may be additional information requests essential for your application.</p>
Help and advice	<p>We strongly advise you to read the programme guide in order to support your application.</p> <p>Further information is also available within the programme FAQs.</p> <p>If you're unable to find the advice you need or you have an urgent need, please contact us directly at: sportssurvival@sportengland.org</p> <ul style="list-style-type: none"> • This inbox is monitored daily, and your enquiry will be passed to the most appropriate person to manage. • If you have a live application, or you have received funding from Phase 1 (Winter phase) you'll have an identification number or unique reference number. Please quote this number in any correspondence.

2. Introduction to the Sport Survival Package

Thank you for your interest in the Sport Survival Package.

The package is a **£600m government funding programme** supporting organisations under severe financial pressure following the coronavirus delay to spectator readmission.

The current government position is that in order to help secure and maintain a healthy, resilient and world-class sports sector for the future, we need focused support for the sports and leagues that rely heavily on spectators for their income now. This belief is underpinned by an extensive consultation exercise, which allowed sports organisations to share their financial challenges and help make the case for public investment.

The programme has been delivered in two phases responding directly to the Government coronavirus policy:

- **Phase 1** | Winter Survival Package (Phase 1 has been completed.)
 - Approx. £300m available to sports organisations impacted over the winter period up to the 31 March 2021.
- **Phase 2** | Extended Survival Package
 - Approx. £300m available to support the extension of the programme over the summer period and as needed as restrictions ease.

The winter phase was announced by the Secretary of State for Digital, Culture, Media and Sport on 19 November 2020 – providing support for organisations impacted by restrictions to spectator readmission at live sporting events in England, applied from 1 October 2020 to 31 March 2021. On 22 February 2021, the Government announced their roadmap for easing coronavirus restrictions – with an expected staged return of spectators to live events. In response, on 3 March 2021 the Chancellor, Rishi Sunak, announced a further £300m investment to continue support phase 2 of the Sport Survival Package.

While the restrictions continue, the Sport Survival Package will continue to provide the financial support to enable survival of eligible sports organisations aligned with the Government roadmap.

The **objectives of the Sport Survival Package** are to:

- ensure as many sports or sports clubs survive the period of coronavirus restrictions that prevent spectators from attending professional sports competition.
- minimise the long-term damage to participation through safeguarding investment into grassroots community activity and women's sport.

Some of the **programme key features are listed below:**

- The Sport Survival Package is a **predominantly loans programme** with grants offered by exception:
 - The extension includes approximately £200m of loan funding and approximately £100m in grant funding.
- All sports organisations considered eligible by government will be **invited to apply**. This is not an open fund but any sports that may have been missed can contact us to express an interest in the programme.
- All identified eligible organisations will have the option to apply for the funding needed to survive – **the programme won't be first come, first served**. We will consider applications as part of a managed timeline responding to those most in need first.
- The funding offered will respond to **financial need to survive**, it won't replace all lost revenue or profits.
- We understand there are significant uncertainties for sports organisations relating to coronavirus restrictions, and so the programme will offer **flexibility to changing circumstances**.
- The programme will be **managed by Sport England** as government's arms-length body in sport.
- All funding decisions will be made or overseen by an **independent board, appointed by government**.
- Those organisations that are successful could receive **loan funding, grant funding or a blended product**. There will also be circumstances where we cannot support an application. This will be determined through the consistent and robust assessment process.

This guidance document will help to provide an overview of who can apply, how decisions will be made and what will happen next if an application is successful. Throughout the guidance, the Sport Survival Package will be referred to as “the programme” and all information is specific to the extended phase of delivery.

If you've any questions, or if anything in the document is unclear, please don't hesitate to contact us at sportssurvival@sportengland.org.

3. Who can apply?

The programme will operate a **solicited application process** – this means all organisations, that have passed an initial eligibility review agreed by the Independent Board, will be invited to apply.

To determine the organisations invited to apply to the programme, the Department for Digital, Culture, Media and Sport (DCMS) undertook an extensive knowledge gathering exercise. Sports from across the country were asked to provide; (1) the scope of organisations impacted as a result of the delay to spectator readmission; and (2) the subsequent financial challenges experienced. Since the knowledge gathering exercise, engagement with sector partners has continued to ensure the programme need is informed by the most recent intelligence.

The headline criteria applied to determine organisations invited to apply includes three areas:

- 1. Coronavirus impact** | Organisations must demonstrate the severe financial impact of the delay to the readmission of spectators from 1 April 2021 due to the government's coronavirus restrictions.
 - Examples considered include:
 - the direct, indirect and severe financial consequence of the delay to spectator readmission on the sport and impacted organisations (with financial need during the period 1 April 2021–31 March 2022).
 - evidence that all other reasonable options have been exhausted, for example available government pan-economy support, insurance policies, further owner investment and possible cost savings.

- 2. Sport structure** | Organisations must demonstrate they operate within structural eligibility parameters for their sport.
 - Examples considered include:
 - evidence that organisations operate an appropriate sport structure that complies with necessary policies and procedures, for example, being a recognised sport or activity.
 - confirmation of the current business model which directly provides spectator provision.
 - confirmation that spectator access isn't restricted and therefore open to benefit the general public.
 - impacted organisations are based in England.

3. Wider social and community value | Organisations must demonstrate they operate within a sport which offers a wider social and community benefit.

- Examples considered include:
 - evidence the sport offers opportunities for the public to participate through a grassroots participation structure (including detail of where a sport focuses on known inequalities).
 - the sport and impacted organisations can demonstrate wider social and economic value.

Please note: *As appropriate, exceptional circumstances within individual sports were, and will continue to be, taken into account to help determine the organisations invited to apply.*

Types of organisations we can fund

Based on the consultation, the types of organisations we expect to support through the programme include:

- private companies (either limited by shares or guarantee) registered at Companies House
- community interest companies (either limited by shares or guarantee (CICs)) registered with the CIC regulator
- charitable incorporated organisations (CIOs) registered with the Charity Commission for England and Wales
- charitable companies or charitable trusts registered with the Charity Commission for England and Wales
- community benefit and co-operative societies registered with the Financial Conduct Authority
- statutory bodies and other public bodies including universities running or maintaining professional sport services
- constituted sports clubs.

If you are unsure if you are eligible for the Sport Survival Package, please contact us at sportssurvival@sportengland.org.

If you're invited to apply, we'll discuss with you, your organisation's unique circumstances and any challenges relating to the eligibility of your organisation.

Code for Sport Governance

The [Code for Sports Governance](#) sets the standard for sector governance. Organisations in receipt of public funding from Sport England (and/or UK Sport) ordinarily must comply with the code.

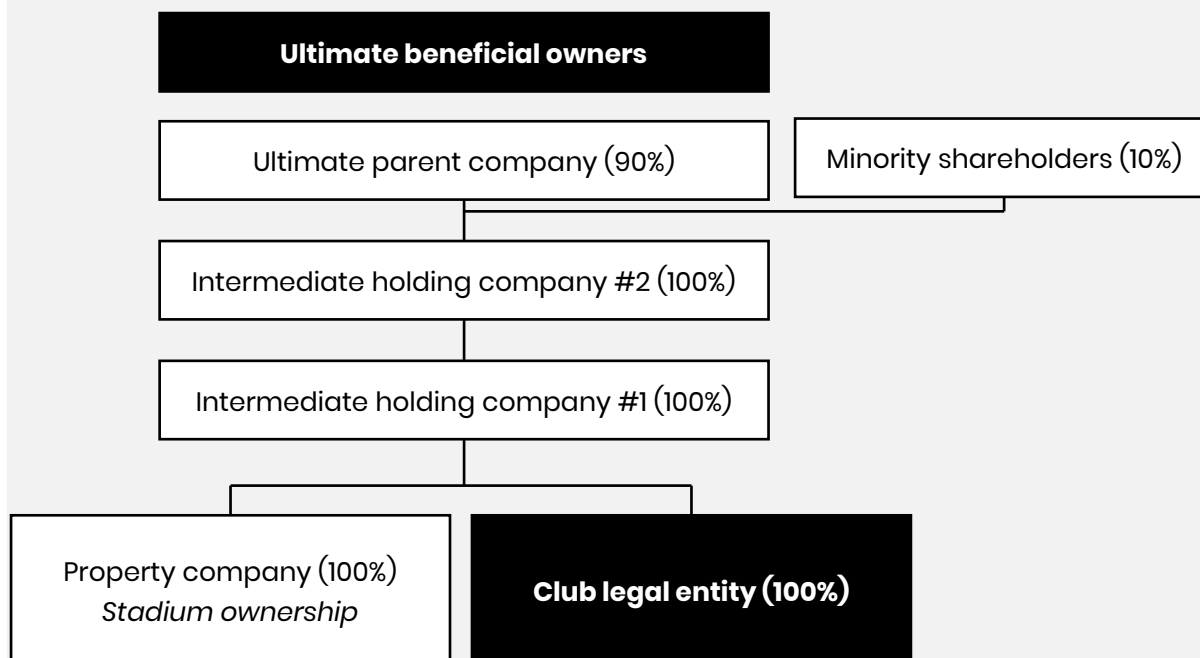
Given the circumstances surrounding this programme, and other funding criteria described in this guidance, we're applying a flexible approach in line with our Covid-19 Code policy.

We reserve the right to request compliance with the code as part of any funding contract. This'll be a decision of the Board and will be applied reasonably.

Company structures and beneficial owners

We know sports organisations come in many different forms and structures. The available financial support is government (public) funding and so all applicants will be required to provide details of their company structure and identify the beneficial owners.

Please see an example below of an organisation structure showing the depth of information required:



If required, all directors and identified owners will be subject to Know your Customer (KYC) checks as an eligibility requirement. This could include a proportionate credit assessment. Each director and beneficial owner will be asked to provide consent before any checks are undertaken.

What if we haven't been identified to apply?

We're conscious that, despite the extensive government consultation, some organisations may have been missed. We will therefore continue to operate an Expression of Interest (Eoi) process. We're also proactively contacting sports not represented to raise awareness.

If you think your organisation is eligible and you haven't been contacted already, you can email us at sportssurvival@sportengland.org to register your interest. One of the programme managers will then be in contact to arrange an initial discussion.

4. What can I apply for?

The programme is focused on supporting organisational survival. That means the majority of essential business operational costs will be eligible. The amount of funding applied for will be specific to your organisation's unique circumstances and will be based on financial need – the programme won't cover all costs or lost revenues. Please see common examples of eligible and ineligible costs below – these lists are not exhaustive:



Examples of **eligible costs** include:

- Operational costs
- Staff/employee wages and salaries*
- Coronavirus testing costs
- Essential coronavirus stadia improvements
- Usual repayment of non-connected party debts
- Legal costs associated with the SSP funding contract



Examples of **ineligible costs** include:

- Costs that are eligible to be covered by existing government coronavirus support schemes
- Non-essential operational costs
- Accelerated repayment of non-connected party lending
- Repayment of connected party lending
- Purchase of lands and buildings
- Transfer fees incurred during this period
- Costs incurred outside of the ordinary course of business

*** Player wages and highly paid individuals**

Funding contributions specifically towards player wages and highly paid executives will be aligned with the furlough scheme. Therefore the maximum contribution from programme funding will be limited to the furlough level at the point of decision. Please see the programme FAQs for further detail.

Please note: The application assessment process will review eligible costs. Where ineligible costs are justified by the applicant for inclusion, sufficient alternative income sources to cover the ineligible costs will need to be evidenced and will be considered. For a more comprehensive list of ineligible costs please see the programme FAQs.

5. What's the application process?

All applications to the programme will be subject to a consistent and rigorous assessment, applied proportionately to the scale of your request.

Following the government consultation, a number of organisations have been identified to be invited to apply to the scheme. From the period 1 April 2021, we will invite all organisations to apply for funding.

Please see below for details of how invitations will be prioritised:

Prioritisation

We're aware of the financial jeopardy and urgency that some organisations are facing due to the delay to spectator readmission. As a result, the sequencing for application invitations and decision-making will respond to this urgency. **We'll invite those organisations in most urgent need to apply first.**

The funding for the programme is **NOT** allocated on a first come, first served basis. The funding portfolio includes a reasonable distribution of funding across all eligible sports plus contingency. This is based on the sport knowledge gathering undertaken by the government, subsequent expressions of interest and sport intelligence provided. This means all identified organisations will have the opportunity to apply for funding needed, regardless of the point at which they receive the application invite.

We'll contact all sports and organisations to understand the financial need.

Based on current knowledge, it's anticipated organisations will fit into two broad phases of prioritisation:

- **Immediate survival need** | organisations that have an immediate financial need due to the restrictions on spectator readmission; and
- **Medium-term survival need** | organisations that have a survival need beyond the period of restrictions on spectator readmission, up to 31 March 2022.

Due to the significant uncertainties for sports organisations relating to coronavirus restrictions, we'll continue to offer flexibility to changing circumstances.

Please note: Any organisation not invited but that could be eligible, please be assured that a funding portfolio also includes an allocation specifically to support additional EoI applications.

Application process

Please see below the process for all those invited to apply:

1. Invitation to apply

The invitation to apply will be sent by Sport England on behalf of the programme. The invite will include all guidance for the application and a request for supporting information with templates provided as appropriate. The email will include a proposed timeframe for submission.

2. Application submission

Ideally within the proposed timeframe, the application will be submitted. This will include the following:

- Application form
- Financial information template
- Financial statements for the last three years
 - Companies who don't produce financial statements (or statements with limited information) will be required to provide management accounts
- Written consent from each director and beneficial owner to KYC check
- Any necessary governing documents that aren't publicly available.

On a sport-by-sport basis there may be additional information requests essential for your application.

3. Assessment

Sport England are responsible to ensure all applications are subject to a consistent and rigorous assessment process. During the assessment period the case assessor may contact you directly to seek clarification or request further information. Incomplete application submissions could result in a delay in the process. We'll update you on progress and make you aware if there are any issues or any changes to target decision timeframes.

All applications submitted to the programme will be assessed against a consistent set of criteria. This includes an assessment of the most suitable financial product including access to grant funding. The process for application for both grant and loan funding is the same.

4. Decision-making

Section 6 provides more detailed information on how we'll make the decision on whether an organisation receives either a loan, or by exception a grant, or a mixture of grant and loan.

All applications will be subject to appropriate decision-making made or overseen by the independent Board. (Please see section 7 to find out more about the independent Board.)

There may be situations where applications are unsuccessful. If this is the case, we're keen to ensure you've access to the case manager who worked directly on your application to explain the rationale – including providing any possible alternative solutions.

5. Contracting and payment

If your application is successful, you'll receive a funding offer. At this stage we strongly advise you access suitably qualified legal advice to enable your organisation to make the decision on whether to enter into the agreement.

The release of payments will be subject to a contract, (and completion of required conditions) with appropriate bank details requested as part of the contract documentation. (Please see section 8 for more details on what happens if you're successful.)

6. Monitoring and reporting

Following the release of funding, your application will enter a monitoring and reporting phase which will be specific to your contract. (Please see section 9 for more details on monitoring and reporting requirements.)

Please note: For each organisation, we'll have a **target timeframe** for each step. While this will not be guaranteed, due to the unknowns in processing each application, we'll aim to work within the timeframes and communicate any issues or delays appropriately.

Emergency funding

We're very mindful that some organisations applying to the programme are at imminent risk of closure. In those circumstances we have and will continue to have an emergency funding procedure.

If you're in an emergency situation, please contact us as soon as possible so we can work with you to find a solution. If you don't have a named contact, please email sportssurvival@sportengland.org including the words 'emergency funding' in your email title.

Working in collaboration

Throughout the government consultation, and as the programme has developed, we have continued to work in partnership with national governing bodies (NGBs), clubs and league bodies to understand the needs of the sector.

By exception, and in order to ensure the effective and efficient delivery of the programme within the timeframes, DCMS and Sport England are working with a number of specific sports NGBs who may be involved both directly and indirectly in supporting delivery.

This could be through facilitating workshops as well as providing sport-specific background information about the organisations applying for funding. It's also likely to include utilising existing routes to market where there are high volumes of potential applicants. For example, through the winter phase we have extended the Rugby League Professional Sport Support Fund loans programme delivered in partnership with the RFL and working with the RFU for funding to community rugby union clubs.

All funding accessed via the Sport Survival Package will be subject to a consistent and rigorous assessment process in line with Managing Public Money requirements.

6. How will you make decisions?

All applications to the programme will be subject to a consistent and rigorous assessment process. Every application will be subject to the four core criteria outlined below, which will be used to support the decision-making:

1. Structural eligibility criteria
2. Financial resilience and sustainability criteria
3. Prioritisation criteria
4. Balancing criteria

Please be assured, the programme won't make funding commitments on a first-come, first-served basis. We'll consider all applications for each eligible body, sport or league. The structural and financial criteria will largely determine the eligibility, scope and scale of funding. The prioritisation and balancing criteria will be applied where difficult decisions are required – for example, determining the funding product type offered.

1 | Structural eligibility criteria

All applicants will be assessed against a structural eligibility criteria.

Criteria

Applicant organisations must be:

- **based in England** and operate spectator sport provision in England.

England-only

Organisations are only eligible for the scheme if they're based in England. For example, clubs competing in English based leagues that are located in other countries will need to contact their respective government and sports council for funding options.

- compliant with **subsidy control legislation**.

Subsidy control

As the UK has left the EU, the programme must now comply with subsidy control. The programme has been designed so that it respects the principles set out in Part 2, Title XI, Article 3.4 of the EU-UK Trade and Cooperation Agreement. Sport England will work with DCMS to ensure all funding is compliant with the subsidy control legislation.

Please see the programme FAQs for more information relating to subsidy control.

- requesting a reasonable level of funding that's manageable within the funding portfolio.

Funding allocation across sports

The programme objective is to ensure the survival of as many sports organisations and sports as possible during the period of coronavirus restrictions. That means we need to prioritise reach and access to funding for all organisations over the financial needs of any individual eligible entity. The programme has been designed to meet the needs of eligible organisations including contingency. However, the assessment will consider the reasonableness of the request to help manage the portfolio financial risk.

- requesting funding towards **eligible essential business costs**.
(See section 4 for eligible costs.)
- able to evidence they operate in **compliance with policies and structures of the recognised domestic and international authorities** (plus other relevant bodies) within their sports (including, but not exhaustively, anti-doping integrity and safeguarding).
- able to confirm they operate a business model which **doesn't otherwise restrict access to opportunities to spectate**.

Spectator access

This simply means the organisation is able to demonstrate it doesn't limit access to tickets to the general public – for example, events only open to members.

- have passed all applicable financial services **Know Your Customer checks**.

KYC checks

As part of the eligibility criteria, all organisations will be subject to 'Know Your Customer' (KYC) checks. KYC checks refers to a regulatory process that must be performed to verify the identity of customers to help prevent money laundering and other financial crimes.

Verification checks will include:

- companies House and VAT registration checks
- organisation owner and director checks (e.g. disqualified directors on Companies House, FCA Prohibited Individuals list, British Government Sanction list)

Verification checks will be required on individuals, including ID checks on directors and beneficial owners subject to their consent.

2 | Financial resilience and sustainability criteria

All applicants will be assessed against a financial resilience and sustainability criteria.

Criteria

Applicant organisations must:

- have been **financially viable before coronavirus** (March 2020).

Viable before coronavirus

As part of the application process an organisation's financial history will be assessed to determine their financial viability before coronavirus.

Given the unique operating environment for many sports, these assessments will vary from sport to sport. Examples of situations indicating an organisation wasn't financially viable could be; the applicant having been issued with a winding up order before March 2020; other material action being taken by creditors; or the applicant's financial statements not being prepared on a going concern basis.

- be at risk of no longer trading viably by the end of this financial year and/or failure to provide support would inflict long-term damage on the sport with associated severe consequences – this could include supporting investment in recovery, grassroots participation and women's sport where it's existing and/or essential business activity.
- be able to demonstrate that seeking government funding is a **last resort**, and that they've reasonably exhausted all other financing options.

Last resort

As part of the application, we'll ask organisations to share details on action taken to access other government coronavirus relief programmes, as well as any other options available. Please see our FAQs for examples of other government schemes.

- have a clear plan towards future financial viability and, where appropriate, demonstrate that loans are affordable through a realistic repayment profile.
- evidence that, subject to receipt of approved funding, your organisation will have a reasonable expectation of being viable as at 31 March 2022 based on cash flow forecasts.

Future viability

We're keen to ensure the long-term survival of organisations receiving funding through the programme. To understand your organisation's future viability, we'll look for evidence in your financial forecasts that there's a reasonable chance of viability – we'll also take into account your unique circumstances, including for example the history of owner support, your ability to reduce costs further if absolutely necessary, and any future plans for

development – as well as your forecasts relating to the continued impact of coronavirus.

- have evidenced they've addressed the **sport-specific considerations and risks** to financial resilience and sustainability.

3 | Prioritisation criteria

All applicants will be assessed against the prioritisation criteria.

Criteria

Applicants will be prioritised based on the extent to which they can demonstrate:

- their role in the future and track record in providing **grassroots participation** opportunities.
- their role in the future and track record in **addressing inequalities** through their sport activity (both in terms of spectator provision and community participation) for example including women's sport.
- whether they play a **multifaceted role** within their individual sport.
- their role and relative importance within the **wider portfolio** of investments across the specific sport impacted and/or the wider impacted sport sector.
- their importance to the delivery of government's manifesto commitments – specifically the contribution towards the levelling up agenda and connectivity to any government-funded major event.

4 | Balancing Criteria

All applicants will be assessed against the balancing criteria.

Criteria

Applicants will be prioritised based on the extent to which they can demonstrate:

- their role and track record in contributing to delivering a wider economic and social benefit.
- their track record of delivering (and intending to continue delivering) governance reforms in their sport.
- their role in supporting the success of the UK internationally.

Will I receive grant or loan funding?

As part of the assessment process, each organisation will receive a funding product recommendation. The starting position for all assessments is that loan funding will be offered with grant funding by exception.

The prioritisation and balancing criteria will be considered in the decision-making process, alongside the following examples of parameters and considerations:

- No grant funding will be offered of **more than £3m**
Large-scale requests of more than £3m won't be considered for grant funding unless by exception – this is consistent with the government parameters for the Culture Recovery Fund (CRF).
- No loan funding will be offered if the organisation is **unincorporated**
If an organisation is unincorporated, it would need to change its structure to receive a loan. Unincorporated bodies will not automatically receive grant funding.
- **Affordability considerations**
Grant support is needed due to loan funding not being economically viable and therefore, there's **no reasonable chance of repayment** without putting the organisation under undue financial stress
(Please note: This will be subject to due process and a complete assessment including the organisation's viability. Organisations will not automatically receive grant funding if a loan is unaffordable.)
- **Portfolio view**
The grant funding is prioritised based on the extent to which the organisation is able to demonstrate it meets the **prioritisation and balancing criteria within the context of the whole Sport Survival Package portfolio**. This portfolio view will be applied to support the Board to make difficult decisions across the portfolio.

As noted above, there may be situations where blended grant and loan funding may also be recommended to an individual organisation, or across organisations within the same sport.

There'll also be situations where applications are unsuccessful.

7. Who'll make the funding decision?

Decisions of how the Sport Survival Package funding is allocated are made by an independent Board. The Board has been appointed by the Secretary of State for Digital, Culture, Media and Sport, and is made up of senior personnel with the relevant skills, knowledge and experience to make swift, informed and effective decisions at a critical time for the sport sector. The Board members are:

- Sir Ian Cheshire (Chair), chairman of Barclays Bank UK PLC
- Lord Patel of Bradford, chairman of Social Work England
- Denise Lewis OBE, British sports presenter and Olympic heptathlon gold medallist
- Nick Timothy CBE, non-executive board member of the Department for Education and member of the Birmingham 2022 Commonwealth Games Organising Committee
- Ben Dean, director of Sport, Gambling and Ceremonials, Department for Digital, Culture, Media and Sport (DCMS)
- Tim Hollingsworth OBE, chief executive, Sport England
- Sally Munday MBE, chief executive, UK Sport
- Natalie Ceeney CBE, vice-Chair of Sport England and chair of Innovate Finance.

The Board will ensure the Sport Survival Programme objectives are achieved. It, alongside DCMS and Sport England, will ensure the appropriate management of public funding in line with HMT Managing Public Money requirements.

Conditionality

As part of the decision-making process, the Board has the discretion to add conditions to any decisions made. In line with the programme objectives and criteria, this will include conditions necessary to appropriately manage any risks to public funding, as well as conditions that will achieve a public benefit.

Examples could include:

- Enhanced securitisation of the public investment
- Enhanced monitoring and reporting
- Compliance with the Code for Sports Governance
- Promoting inclusion and addressing of inequality
- Protecting community provision.

Conditions applied by the Board will be reasonable and proportionate when considered against the objectives of the programme. Wherever possible and reasonable we will ensure those receiving support operate under a good governance model and seek to protect and enhance the wider community impact in sport and physical activity.

8. What happens after the board decision?

If your organisation is successful, we'll quickly move into the contracting phase. At this point you'll receive a funding offer with all the proposed terms and conditions. We strongly advise that you access suitably qualified legal advice to support your organisation in the decision to proceed with any funding offer.

No material changes are permitted to the agreement without the permission of the Independent Board. The contracting will only include negotiation by exception, the majority of the terms and conditions will be fixed. However, we'll consider your organisation's unique circumstances in providing the funding offer.

Please see below an overview of the scope of the loan and grant terms that could be applied to the funding offered.

Please be assured, all funding offers will be proportionate and reasonable based on your organisation's situation, the scale of the funding offer and associated risk.

Standard loan terms

Please see below, for illustrative purposes, an overview of the standard loan product:

- Simple, repayable loan facility
- Broad range, £20,000 to c.£40m (subject to state aid provisions, maximum loan value threshold and affordability)
- 10-year term with two-year holiday and repayments over eight years
- Two-year capital and interest repayment holiday
- Interest rate 2% (unless required to be higher to support policy objectives)
- Subject to standard terms and conditions plus potential additional requirements, for example:
 - **Security** | for example, this could be a floating charge. Please be assured, we will discuss security arrangements with you and, where required, there will be bespoke arrangements to meet individual circumstances
 - **Cross collateralisation** | for example, where applicable if your organisation is part of a larger group structure, there may be a requirement for other group companies to cross guarantee SSP borrowing.
 - **Subordination** | for example, all connected party lending will be subordinated to the loans provided by the SSP
 - **Other undertakings** | a number of undertakings to be made by your organisations, including for example a negative pledge relating to future borrowings or material transactions.

Please see the programme FAQs for further details relating to the terms and conditions. Template loan facility documents, draft ancillary security and subordination documents are available to view on the Sport England website.

Standard grant terms

Please see below, for illustrative purposes, an overview of the standard grant product:

- Funding range £5,000-£3,000,000 (subject to due process)
- Minimum five-year term (increased based on size of award)
- Subject to standard terms and conditions plus potential additional requirements such as:
 - **Governance** | compliance with the Code for Sports Governance.
 - **Clawback** | within the agreement there'll be standard provisions for clawback, as well as a provision for 'windfall' within grant term
 - **Grassroots** | protection for grassroots sport investment as a requirement.

Please be aware, as previously stated, we may, on occasion, offer a mixture of both grant and loan product. This would be subject to appropriate legal terms.

Please note: *The terms offered for both grant and loan funding products will be applied proportionately to the risk – including the scale of funding request.*

Payments

Following the execution of the legal contract and the receipt of satisfactory evidence for any necessary pre-payment conditions, funds will be transferred as soon as possible via BACS.

Applicants should inform Sport England, as soon as possible after the submission of the application, of any urgent need for access to funds. As previously noted, we'll try to work with all organisations to offer timely access.

Unsuccessful applications

There will be situations where applications are unsuccessful. If this is the case, we're keen to ensure you've access to the case manager who worked directly on your application to explain the rationale which will be linked to the programme objectives and criteria. We'll also suggest alternative solutions where possible.

If you're still unhappy following a review session with the case manager, there's the option to pursue a formal appeal against the decision. Please find more details about the [Sport England appeals procedure, here](#).

9. What are the monitoring and reporting requirements?

All successful funding commitments will be subject to an appropriate and proportionate monitoring and reporting process for the duration of the contract.

Full details of the requirements will be integrated into the funding contract.

Annual reporting requirements will be included as standard. Higher risk funding will have more frequent reporting integrated – including management and board materials as required.

Examples of the type of information we might require are:

- Expenditure reconciliation
- Provision of annual financial statements
- Provision of quarterly management information
- Provision of annual cash flow forecasts updated quarterly
- Undertakings to notify upon certain material events occurring, such as:
 - changes to the composition of the Board of Directors or the finance director (or equivalent)
 - awareness of any claims, defaults, investigations or material litigation
 - where other material issues arise.

Please note: *Small-scale funding will usually require a lower level of monitoring and reporting. We'll discuss all requirements with you to ensure the request is reasonable.*

Evaluation

The Sport Survival Package will be subject to evaluation to ensure appropriate use and benefit of public funding. Details of the evaluation will be communicated as soon as available.

All recipients will be contractually obliged to take part in any evaluation. All requests will be reasonable and consistent with the scale and nature of the funding request.

10. Where can I access more help and advice?

We understand that there's a lot of detail within the programme guide, and that you may require a discussion on your specific circumstances.

Please see some options below for help and advice depending on your stage in the process:

Before you're invited to apply

Sport England and the government have been working in collaboration with NGBs and league bodies. Due to the prioritisation of invitations based on urgency, you may not be invited to apply at the earliest point in the programme delivery.

During this period, we'd suggest your first point of contact is your respective NGB or league body contact – they're likely to be able to update you on progress and when you can expect to hear from us.

If they're unable to help and/or you've an urgent need, please contact us directly at sportssurvival@sportengland.org. This inbox is monitored daily, and your enquiry will be passed to the most appropriate person to manage.

After your application submission

Following the submission of your application, it's likely Sport England and the specialists working alongside our case managers will be the most appropriate point of contact.

If you've a named point of contact, please get in touch with them directly, otherwise please direct enquires to sportssurvival@sportengland.org. This inbox is monitored daily, and your enquiry will be passed to the most appropriate person to manage. If you've a live application, you'll have an identification number or unique reference number – please quote this number in any correspondence.

Frequently asked questions

You can also access further information through our Frequently Asked Questions document. This is updated live with information as the programme is delivered.

- **Frequently asked questions**

Complaints

If you're unhappy with your experience and wish to raise a complaint with Sport England, there's also the option to access support through our formal procedures. Please find more information here: [Sport England complaints procedure](#).

Glossary

- BACS – Bankers Automated Clearing Services (Form of payment service)
- CRF – Culture Recovery Fund
- DCMS – The Department for Digital, Culture, Media and Sport
- EOI – Expression of Interest
- FAQ – Frequently Asked Questions
- KYC – Know your customer
- NGB – national governing body of sport
- SE – Sport England
- SSP – Sport Survival Package