



Department for
Digital, Culture,
Media & Sport



**SPORT
ENGLAND**

Sport Winter Survival Package

Programme guide

16 December 2020

Contents

Section	Contents	Page (s)
1	Programme summary	3-4
2	Introduction to the Sport Winter Survival Package	5-6
3	Who can apply?	7-10
4	What can I apply for?	9
5	What's the application process?	12-15
6	How will you make decisions?	16-21
7	Who'll make the funding decisions?	22
8	What happens if I'm successful?	23-25
9	What are the monitoring and reporting requirements?	26
10	Where can I access more help and advice?	27
	Glossary	28

1. Programme summary

Funding available	Approximately £300m Including approximately £250million of loan funding and approximately £50million in grant funding.
Funding range	Minimum £5,000, no upper limit.
Funding Period	16 December 2020–31 March 2021
Key dates	Organisations invited to apply from: 14 December 2020 Investment decisions: 17 December 2020–12 March 2021 (Decision points every two weeks 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 currently in place over the winter period 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) 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.

	<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 winter period and up until 31 March 2021. 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 • Companies who don't produce financial statements must provide management accounts • Written consent from each director and beneficial owner to Know Your Customer check. <i>(See 'Structural criteria' within section 6 for more details.)</i> • Any necessary governing documents that aren't 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 read the programme guidance in order to support your application.</p> <p>If you're unable to find the guidance you need or you've an urgent need, please contact us directly at:</p> <ul style="list-style-type: none"> • wintersurvival@sportengland.org <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've a live application, you'll have a identification number or unique reference number. Please quote this number in any correspondence.

2. Introduction to the Sport Winter Survival Package

Thank you for your interest in the Sport Winter Survival Package.

The package is a **£300million government funding programme** supporting organisations under severe financial pressure following the coronavirus delay to spectator readmission.

The programme, announced by Secretary of State for Digital, Culture, Media and Sport on 17 November 2020, is specifically responding to the extended restrictions to spectator readmission at live sporting events in England, applied from 1 October 2020.

At the time of the extended restrictions announcement, the point at which fans would be allowed to return to stadia was unknown. On 23 November 2020 there was positive news for sport that, within some tiers, fans are able to return. However, the reduced numbers and the necessary continued restrictions still leave the survival of a high number of sport organisations under threat.

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

- ensure as many sports or sports clubs survive the period of coronavirus restrictions currently in place over the winter period 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 Winter Survival Package is a **predominantly loans programme** with grants offered by exception:
 - Including approximately £250million of loan funding and approximately £50million 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 submit an Expression of Interest (Eoi) until 31 January 2021.
- The programme funding is initially ringfenced by sport and organisation. We'll prioritise reach. i.e. all identified organisations have the option to apply for the funding needed to survive – **the programme won't be first come, first served**.
- 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 administration will be **supported 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**.

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 Winter Survival Package will be referred to as "the programme".

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

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 October 2020 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 October–31 March).
 - evidence that all other 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.
 - 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'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.

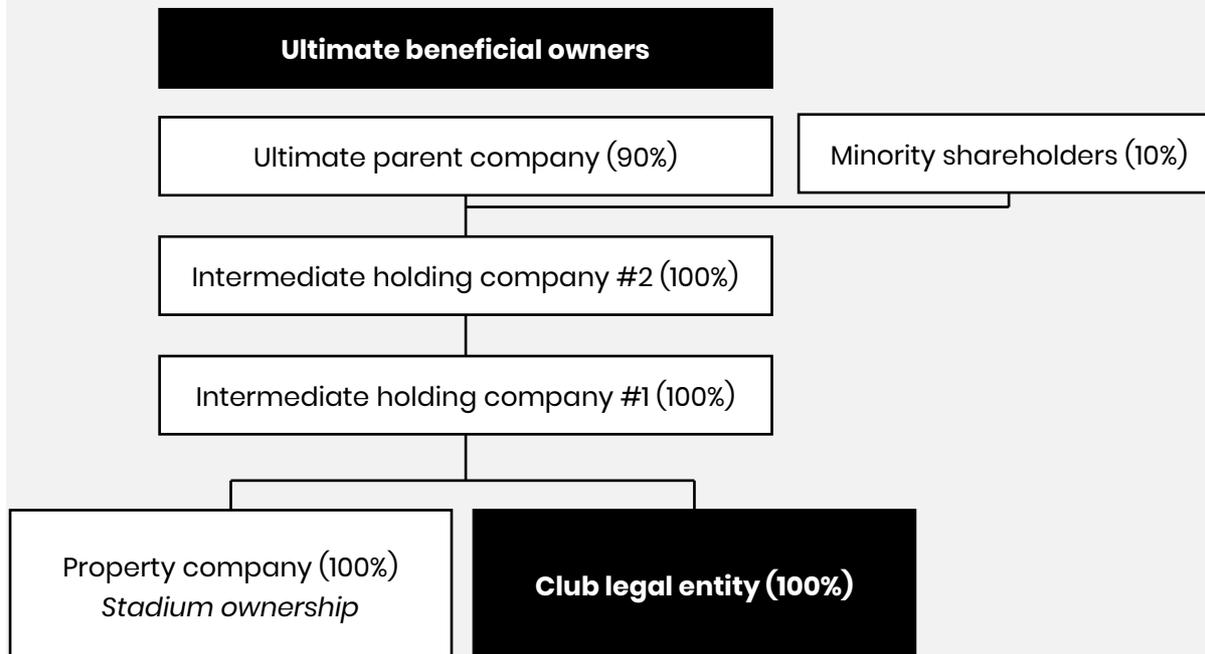
Given the circumstances surrounding this programme, and other funding criteria described in this guidance, we are applying a flexible approach in line with our C-19 Code policy.

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'll therefore continue to operate an Expression of Interest (Eoi) process until 31 January 2021. We're also proactively contacting sports not represented to raise awareness.

Please email wintersurvival@sportengland.org to request an Eoi form if you think you're eligible for the programme and aren't currently part of a represented sport.

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 for use of the funding. 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 for 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



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**

We expect costs specifically towards player wages and highly paid executives to not be covered through the programme funding. By exception, where a contribution from the programme is required, this will be capped at £2,100 per month.

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. 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. Throughout the period 16 December 2020 to 31 January 2021, we'll invite all organisations to apply for funding.

Please see below for details of how invitations will be prioritised and the process applied.

Prioritisation

We're aware of the financial jeopardy and resulting 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.**

As outlined and detailed further in section 6, the funding for the programme is **NOT** on a first come, first served basis. The funding is ringfenced by sport and there will be an initial funding allocation for all organisations. This is based on the sport knowledge gathering undertaken by the government and any subsequent eligible expressions of interest. 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.

Please note: Any organisation not invited but that could be eligible, please be assured that a budget has been ringfenced 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 short online 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 must 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.

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.

4. Decision-making

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

5. Contracting and payment

If your application is successful you'll receive a funding offer. At this stage you may require legal advice to enable your organisation 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 option.

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 wintersurvival@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, the extension of the Rugby League 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 Winter 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 type offered.

1. Structural Eligibility Criteria

All applicants will be assessed against a structural eligibility criteria.

Criteria

Applicants 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 **state aid legislation**.

State aid

As part of the application submission, you'll be asked to complete a state aid declaration. We may ask for further information from you and/or ask you to comply with further reporting requirements, depending on your answers to the declaration. State aid legislation is an EU state law which regulates the award of state subsidies to organisations involved in economic activities (which can include the sport). Although the UK has left the EU, the transitional agreement requires EU state aid law to apply in the UK until 31 December 2020.

Measures considered to be 'state aid' can still be funded, provided certain conditions and constraints are applied. We'll work with you during the application process to ensure any funding offered is compliant with legislation.

Please see the **programme FAQs** for more information relating to state aid and lawful exemptions.

- requesting a reasonable level of funding that's manageable within the initial allocation provided for an individual sport and/or league as applicable .

Funding allocation across sports

The programme objective is to ensure the survival of as many sports organisations and sports as possible during the winter period. That means we need to prioritise reach and access to funding for all organisations over the financial needs of an individual eligible entity. Given the knowledge gathering exercise undertaken by DCMS, the programme has been designed to meet the needs of most organisations applying to the programme based upon those submissions. The funding allocation and the assessment of an initial reasonable level of funding request will help manage this risk consistently as needed. We'll discuss any concerns regarding the initial level of funding available to you through the assessment and decision-making process.

Our **programme FAQs** provide details of the funding allocation across an individual sport and/or league for the Sport Winter Survival Package.

- 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 **does not 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

Applicants 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 being restated due to going concern issues.

- 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 grassroots participation and women's sport where it's an existing business activity.

- be able to demonstrate that seeking government funding is a **last resort**, and that they've 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 sufficient operating cash flow to cover minimum operating costs to 31 March 2021 and have a reasonable expectation of being viable as at 31 March 2022.

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.

- 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).
- whether they play a **multifaceted role** within their 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 commitment.

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. Loan funding represents more than 80% of the overall portfolio, so the majority of funding offered will be loan funding.

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

- **State aid** legislation
All funding offered will be required to comply with state aid, which could limit both the scale and nature of funding provided.
- No grant funding will be offered of **more than £3million**
Large-scale requests of more than £3million 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 unless the request is below the threshold below.
 - The funding request is **lower than £20,000**
If the funding request is lower than £20,000 in total, the organisation will automatically be offered grant funding in the majority of circumstances.

- **Affordability considerations**
Long-term grant support is needed due to loan funding not being economically viable and there's **no reasonable chance of repayment** without putting the organisation under undue financial stress
(Please note: This will be subject to due process based on an assessment of the organisation's viability.)

- **Portfolio view**
The grant funding is prioritised based on the extent to which the organisation is able to meet the **prioritisation and balancing criteria which will be applied to make difficult decisions across the portfolio.**

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

7. Who'll make the funding decision?

Decisions of how the Sport Winter Survival Package funding will be allocated, will be overseen 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 will meet a minimum of twice a month to oversee the funding allocations and its 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 Winter Survival Programme objectives are achieved within the challenging timeframe. 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 conditionality 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.

8. What happens if I'm successful?

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.

No 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:

(Please note: The terms will be applied proportionately to the risk – including the scale of funding request.)

- 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 meet state aid provisions or lower 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, security arrangements will be bespoke to 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 SWSP borrowing.
 - **Subordination** | for example, all connected party lending will be subordinated to the loans provided by the SWSP

- **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. On request, we'll also provide a template loan facility document and draft ancillary security and subordination documents, following submission and initial assessment of their application.

Standard grant terms

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

(Please note: The terms will be applied proportionately to the risk – including the scale of funding request.)

- 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.

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 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.

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 bi-annually
- 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 Winter 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 guidance, 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. *(As mentioned earlier, this won't limit your ability to access funding.)*

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 have an urgent need, please contact us directly at wintersurvival@sportengland.org. This inbox is monitored daily and your enquiry will be passed to the most appropriate person to manage.

After application submission

Following the submission of your application, it's likely Sport England and the experts 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 wintersurvival@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 a 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.

- [Sport Winter Survival Package | 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
- IFA – Initial Funding Allocation
- KYC – Know your customer checks
- NGB – national governing body of sport
- RFA – Revised Funding Allocation
- SE – Sport England
- SWSP – Sport Winter Survival Package