



## Writing Your Application

Everything you need to know (and some things you probably already knew) about writing a Small Grants application.

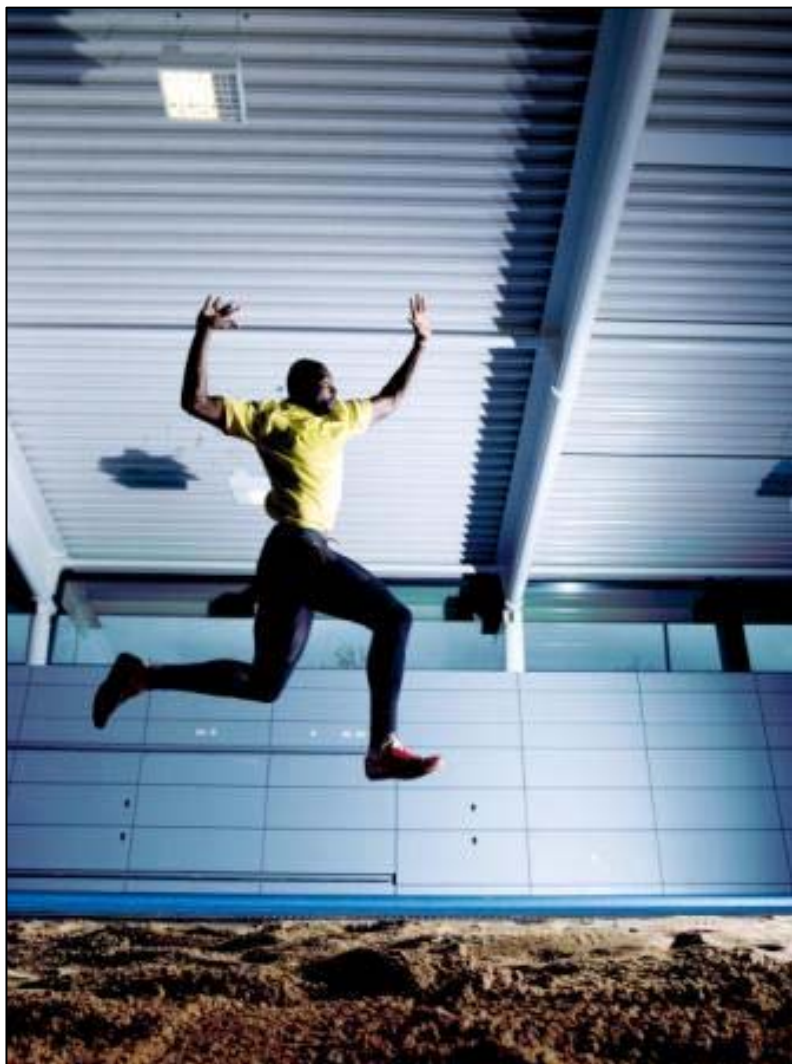
“Creating a sporting habit for life”

## Contents

1. General Principles
2. How to Write a Good Application – A step by step guide
3. Describing your project
4. Case Studies
5. Common Mistakes

## Appendices

- A. Pre-application Checklist
- B. Project Planning Template
- C. Sample Application Form



**“Creating a sporting habit for life”**

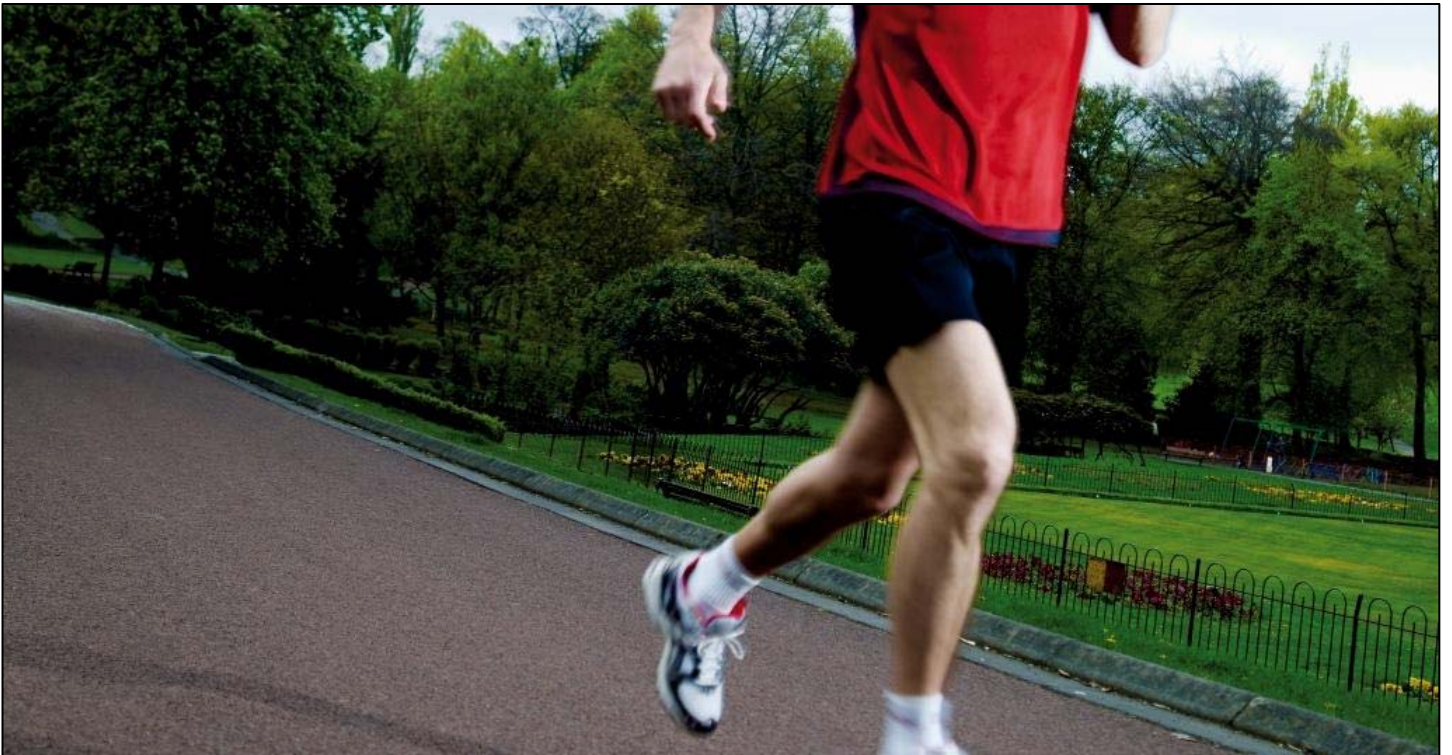
## **Introduction**

If you think your organisation is eligible to apply and you have a project you think meets our criteria then we want to help you.

We know applying for funding can be daunting, especially if you have not done it before, but we hope this guide will help you, not only with an application to Sport England but in other bids you may make.

You should remember that Sport England doesn't "give" money away - we invest in projects that help deliver our aims of getting more people to play more sport.

We don't want you to feel like you are entering "Dragon's Den", we hope our application process is as straightforward as possible, but your application form is your opportunity to tell us why we should invest in your project. We hope this guide will help you with your application, and that your project will help us make a difference to sport in your community.





## Section 1 - General Principles

Before you start your application it will help to remember the following principles:

### 1. **Are We Right for You?**

Before you go any further you should check that you are eligible for an award. In general you will need to be a not-for-profit organisation such as a constituted sports club, school, Local Authority or charity. Please check your constitution to make sure it includes a charitable dissolution clause.

### 2. **We Know Nothing.**

That is, *we know nothing about your project* except what you write in your application form. Try not to make assumptions – we can't award a grant if we don't understand what you want to do. So try to make sure we've got all the information we need. For example, if you want to run a programme of coaching sessions, tell us about them: how many, how long, how many participants, etc.

But...

### 3. **Don't Waste Words.**

Try to focus on the project. For example: background information about your organisation can be useful, but if it doesn't contribute to our understanding of the project itself, you might want to consider leaving it out.

### 4. **How Many?!**

Be realistic in what you want to achieve. Be clear about your target figures – and tell us how you worked them out. It is also useful for you to tell us how the target figure fits in with the rest of the project. For example, if you are aiming to increase participation by 200, but you're only going to have one coaching session a week, we need to know how you will get all 200 involved.

### 5. **You do the maths.**

We need to be sure that the project offers good value for money. The application form asks for a basic breakdown of the project budget, but please also submit a detailed breakdown showing clearly how you've worked everything out and explain why you need all the money you are asking for.

## **6. Referee !**

Ideally your referee will be someone involved in your sport (or sport in general) in an official capacity, who knows your club/project and who will not benefit from the grant if it is awarded. Relatives of club members are not usually suitable.

## **7. Have you got everything?**

That is, your governing document (constitution), accounts and bank statements as well as your child/vulnerable adults protection policy(s) if appropriate.

## **8. Read it again**

It's always worth scanning the guidance on the website and the downloadable documents once again, just to be sure you haven't missed anything.



## **Section 2 - How to write a Good Application – a step by step guide**

If you have an eligible project, we really want to support it. However, it is our responsibility to ensure that we don't fund ineligible activity, and also that we get the best possible value for the limited funds that are available.

We need to be sure that the projects we fund will offer long-term, sustainable, community sport that is good value for money. However, we also want to avoid turning down good projects just because the application form has missed a few things out.

Therefore, we have created the following step-by-step guide in order to help you to put together the best possible application and increase your chances of success.

### **Before you start**

As we have said above, you will need to be sure that your organisation and your planned activity are both eligible. Details can be found in our *Pre-application Checklist* (Appendix A) and *Small Grants Guide*. You can also read about what we can and can't fund in our *What We Want to Fund* section of our website.

We also need to be sure that your organisation is well run. Please see our *Good Governance Guide* for more information. There are also certain documents (e.g. club constitution) that most applicants are required to submit. Details of these can be found in the *Preparing Your Application* section of our website.

### **How to use this guide**

Using our General Principles as a starting point, this next section should help you structure your application. A really good application will demonstrate:

1. That your project falls within our policy requirements.
2. How your project will meet Sport England's aims,
3. That your project is needed and well planned

If you follow the 14 steps below you will put yourself in a strong position to submit the best application you can.

The left-hand column summarises each step, the central column provides further details about what we are looking for and the right-hand column indicates the section of the application form where you should enter the information.

All applications are unique, so each step may require different levels of detail according to your specific circumstances. We recommend that you read through the steps below with a copy of the *Dummy Application Form* (Appendix C) to hand so that you can find the sections referred to in the right-hand column. You may like to make notes in the relevant sections as you go along.

Step	What to do/ think about/ write	Where in the Application Form?
<p>1. Decide which of Sport England's aims your project will help us to meet.</p>	<p>Sport England wants to:</p> <ol style="list-style-type: none"> <li>1. Increase the proportion of 14-25's playing sport once a week</li> <li>2. Grow regular participation for those aged 14+</li> <li>3. Reduce drop-off in participation</li> <li>4. Grow participation by people with a disability</li> </ol> <p>Try to write one sentence that specifies which of these your project is <i>primarily</i> focusing on.</p>	<p>Q. "Please describe your project"</p>
<p>2. Pinpoint the main activity/ purpose of the project and explain which of Sport England's three aims it will help us to meet.</p>	<p>What will your project do to meet our aims? There could be many answers to this question, from "create a new under 17 Rugby League team" to "train 3 new level 2 fencing coaches". In both these cases, however, the project could be addressing any of the above aims so you will need to be clear. Try to write down the main activity of the project in a single sentence. Describe how the main activity will achieve the aim referred to in Step 1</p>	<p>Q. "Please describe your project"</p>
<p>3. Work out all the other activities involved in your project and ensure you include reference to each of them, showing how they will help to deliver the main activity.</p>	<p>What else will your project do? Creating a new rugby team or training new coaches might involve all sorts of other activities from advertising the new team, to running taster sessions in schools or recruiting club members who want to do the training. Write down all the headline activities involved in delivering your project. Using a numbered or bulleted list can add to the clarity. Consider the cost of each activity and make sure it is included in your overall budget.</p>	<p>Q. "How will you make your project happen?"</p> <p><i>You may also like to go in to further detail within a separate Project Delivery Plan. A template is attached as Appendix B.</i></p>
<p>4. Identify all those who will help deliver the project and ensure they agree to take part.</p>	<p>Who is involved in the project? This could be all sorts of people including members of your own organisation, schools, your local leisure centre or other sports clubs. If your project involves other organisations it is a good idea to get them to write a letter/email confirming their involvement. Please tell us which individuals will deliver which elements of the project, especially who will deliver coaching or coach training.</p>	<p>Q. "How will you make your project happen?" and Q. "Will you work with anyone else to make your project happen?"</p>

<p><i>5. Identify the project's outputs and outcomes.</i></p>	<p>This means that you need to consider how things will be different as a result of your project. For example, if you are planning to train more fencing coaches, your fencing club may be in a position to offer more and better coaching to its members, and it may also be able to offer additional sessions specifically aimed at recruiting new members. Please describe all general benefits such as these, but also give details of the number of new coaching sessions, how long they will last and how many people will take part. In particular, please give details of the number of people who will benefit (see also below) as well as how much benefit they will get.</p>	<p>Q. "What difference will your project make?"</p>
<p><i>6. Work out your baseline and target participant figures and make sure you can describe clearly how you will achieve the numbers proposed.</i></p>	<p>Who will benefit from your project? Remember, we are looking for projects that increase or sustain participation so you only need to include those people who fit in to these categories. Existing club members (for example) who are not directly involved should not be included in your figures. If your project is new, your baselines will be zero for an 'increase' project. If you are expanding on a pilot project, your baselines will be those who took part in the pilot. Your target figures will show how you will develop from your baselines. For 'sustain projects, your baseline and target figures are likely to be the same. Only include participants who will directly benefit from the project.</p>	<p>Q. "What difference will your project make?"</p> <p>"People Taking Part"</p>
<p><i>7. Identify exit routes and ensure that relevant partners (clubs, leagues) are on board.</i></p>	<p>What will happen to your beneficiaries? We are looking for projects that will offer long-term participation. This might mean that they are signposted from your project to a local club, or a team may be created that will enter a local league. Consider how realistic this may be and what the practicalities are for beneficiaries, including cost. Please specify what clubs or other organisations are involved and provide evidence of their involvement.</p>	<p>Q. "What will happen after this project ends?"</p> <p>If you are signposting participants to other clubs, detail these and cross reference to Q. "Will you work with anyone else to make your project happen?"</p>
<p><i>8. Work out how your project will be able to carry on after our funding runs out.</i></p>	<p>If your project aims to continue after our funding has ended you will need to consider how it will be funded. Some projects may become self-financing (e.g. additional subscriptions/membership fees through the creation of new teams) , but please be clear as to how this will happen. Alternatively, the project may periodically need the same level of funding to keep it going. Applications that continue to offer opportunities to participate after our funding has run out are more likely to be successful.</p>	<p>Q. "What will happen after this project ends?"</p>



<p><b>9.</b> <i>Ensure you know there is demand for the project and that you can provide evidence to support this.</i></p>	<p>Who wants to take part in your project? We need to be confident that your project will achieve its aims. If you are targeting 200 new participants, give details about how you know this number is realistic. If you have conducted consultation, surveys or questionnaires, explain how you did them and give details of the results so that we can see how you developed the project from your research.</p>	<p>Q. “Why is your project needed?”</p>
<p><b>10.</b> <i>Consider how your project fits in to your local context</i></p>	<p>Consider what other sporting activity there is in your area and whether your project will fill a gap in current provision. Are there specific barriers to participation that your project will address? Please detail what the barriers are and how the project will overcome them. What other issues (e.g. health) are relevant to your project? How will the project address these issues?</p>	<p>Q. “Why is your project needed?”</p>
<p><b>11.</b> <i>Consider whether the project might contribute to the aims and objectives of your sport’s governing body, your County Sport Partnership or Local Authority.</i></p>	<p>It is worth contacting these organisations to ask them if they support your application and if they can offer any advice about delivering the sport itself, or whether the project will contribute to delivering any of their ongoing work.</p>	<p>Q. “Why is your project needed?”</p>
<p><b>12.</b> <i>Calculate all your costs and provide a detailed budget. Note: this is the ‘Total Project Cost’</i></p>	<p>How much will your project cost? Look back to Steps 2 and 3 – how much will each of these activities cost? We need to be confident that your costs are realistic and that the project offers value for money. Provide calculations to show how you’ve worked everything out and include copies of quotes or links to suppliers’ websites so that we can check the details. Only include costs that are specific to the project, not your organisation’s general running costs. Please make sure you have considered all costs and shown how each budget item relates to project delivery.</p>	<p>“Your Small Grants Budget.”</p> <p><i>The form asks for a breakdown of costs along with a description as to how you have arrived at that cost.</i></p>
<p><b>13.</b> <i>Make sure the amount you are requesting from Sport England, plus cash contributions, plus non-cash contributions equals the Total Project Cost.</i></p>	<p>How much do you need? Please be as clear as possible what you want the Sport England grant to be used for. This can be for up to £10,000. Please specify how you will pay for your other costs. If you are receiving money from another organisation, or spending any of your own money, this is a cash contribution. If you are receiving free equipment, free use of facilities or free services, these are non-cash or ‘in-kind’ contributions.</p>	<p>“Your Small Grants Budget.”</p>
<p><b>14.</b> <i>Ask a critical friend to read through your application.</i></p>	<p>This will preferably be someone who doesn’t know your organisation or the project particularly well. Ask them for an <i>honest</i> appraisal of your application. Remember, we nearly always need to request further information. Somebody reading the application afresh and without previous knowledge may notice things that you have accidentally missed out.</p>	<p>N/A</p>

**“Creating a sporting habit for life”**

## Section 3 – Describing Your Project

### Introduction

When planning a Small Grants project, it is easy to overlook some things. It is also easy to forget to mention things when you complete your application. If either, or perhaps both, of these happen then we may not fully understand your project and there is an increased risks that your application will either be unsuccessful or we award you less than you actually need.

Based on our experience of previous applications, we have produced the following advice to help you to put all the necessary information in your application.

Don't worry if not everything seems to fit in with your project. If your project helps us to achieve our aims, then it doesn't matter if it is doing something different from the types activity implied below – we are keen to attract innovative projects and we will be very happy to receive your application.

### Project description

Aim to provide as much clarity as possible in as few words as you can. The following basic outline should suit most projects:

“We will *[insert final outcome]* by *[insert process]*. To help us to do this we will need to *[insert actions]*.”

*Final outcomes* are the end products we are looking for. Examples might include:

“attract and sustain 40 new adult participants in sport”

“prevent 50 16-year-old participants dropping out of sport”

*Processes* will be the activities you will provide to deliver the *final outcome*.

These will commonly be coaching/training sessions, e.g.

“providing a 40-week coaching programme”

“delivering six blocks of training sessions, each lasting 4 weeks”

*Actions* are things that help your to carry out the *processes*. These might be:

“purchase a sailing dinghy”

“train two level-2 coaches”

If you can describe your project in this simple way, it really helps us to get an instant grasp of what you want to do. However, please use your own words, or add clarifying details, according to your project's needs.

### Need

We are keen to support projects where the need is greatest. There are several different types of need for a project, including:

**“Creating a sporting habit for life”**

- Financial – lack of free/cheap access to sport.
- Geographical – lack of local alternatives.
- Strategic – fitting in with the aims and objectives of your local council, County Sports Partnership (CSP) or your sport's National Governing Body (NGB).
- Demand – actual people who are looking for opportunities to take part.
- Social – health, unemployment etc.

Please don't just provide a list of issues. Tell us how you know the issues exist in your area (e.g. through consultation, surveys, research, focus groups etc.) Give details of what you did to find out the information as well as what the results were and how you used them to develop your project. Be clear about how your project will address specific issues. If there are barriers to participation, please show how your project will provide long-term solutions.

### **Impact**

Good projects are likely to achieve many things, however, please focus on how you will address our strategic outcomes, which are:

- An increase in the proportion of 14-25's playing sport once a week
- A growth in regular (once a week) participation for all those aged 14+
- A reduction in drop off at ages 16, 18, 21 & 24
- Growth in participation by people (aged 14+) with a disability.

Please detail the numbers involved, and describe the quantity and quality of the involvement that each person is likely to get.

### **What will happen?**

Will your project...

Deliver coaching sessions?

If so: How many per week, how many weeks, how many participants per session, where will they take place, how long will they last, who will deliver them?

Train new coaches?

If so: what level will they be, who will train them, how much coaching will the new coaches deliver?

Purchase equipment:

If so: what will it be, how much will each item cost, how will you ensure best value for money, how will it be used?

Hire facilities?

If so: what facilities will they be, where are they?

Include publicity?

If so: what kind will it be, how do you know it is suitable to attract participants to your particular project?

Work with other organisations?



If so: who will they be, have they agreed to be involved, can you provide letters of support?

This list is not exhaustive. If your project will do other things, it is just as likely to be successful – but please try to be as clear as possible about what you’re going to do so that we can fully understand what you’re planning.

### **After the project ends**

We are keen to support projects that promote long-term participation. This might mean providing exit routes for your participants, or it might mean sustaining the project after the funding runs out, or sometimes both.

If you are going to provide exit routes, please detail what they will be and ensure they are realistic. For example, if you are going to signpost to a local club, please make sure they are in a position to take on more members and provide evidence (such as letters of support).

If you are planning to sustain the project, please explain how you will do this. Strong applications will show that future concerns have been considered and planned for. This is likely to include, but is not limited to, financial needs.

## Section 4 – Case studies

The list below provides example types of projects and we have provided some case studies to highlight things to think about for such projects. They are not real projects, but they are the sort of thing we are likely to fund. If your project is similar to one of these projects, you may find the format and information useful as a guide to what you should be putting in your application form.

If your project is not the same as these, whether it's slightly similar, or completely different – don't worry! We are keen to hear about all ideas to get more people playing sport, but you may find that the information here is helpful to get you thinking about the types of details we need.

- An After School Club
- Additional Equipment
- A New Team
- Multi-sport Taster Sessions
- Sport in the Community
- A New Club

(Please don't just copy what is here – we need applications to be in your own words so that we can understand the unique value of every project.)

### How to use the case studies

Please feel free to read any or all of the case studies according to what seems most suited to what you have in mind.

The initial paragraph is the sort of thing you might put in the application form where it asks you to describe your project.

The **Key Points** listed after each case study indicate essential information that has been given in each case, and that we will look for in our assessment of any application.

The **Further things to think about** are additional details that we will need to know about, and which would need to be included either within an application or as supplementary documentation.

Consider whether there are any similarities between your project and any of these examples, and if so, try to ensure your application includes the same types of details and information.

**“Creating a sporting habit for life”**



These examples are not intended to be 'perfect' project descriptions. They are provided here to give a flavour of the types of project we fund, and the level of detail we are looking for in your application form. As you read them, you may notice yourself thinking of questions you would like to ask the 'applicants' – these will be the types of questions we ask real applicants, so remember to make sure you put all the answers in your application!

**“Creating a sporting habit for life”**

## An After School Club

Holly Tree School is a secondary school in Gloucestershire. The project aims to provide after school badminton sessions. There will be three 1-hour sessions per week on Tuesday, Wednesday and Thursday, aimed at different age groups with a total of 90 participants taking part each week. Nets, rackets and shuttlecocks will be bought and a professional, level-2 qualified badminton coach will be brought in to deliver the sessions during term time for one year. Teachers will also be present to help supervise the sessions. The project will be made sustainable by training the school's PE teacher as a level-2 coach, and encouraging parents to volunteer as helpers. The school is in contact with a local badminton club which is willing to offer introductory sessions.

<b>Key Points</b>	<b>Further things to think about</b>
The sessions are after school	How will participants be recruited – how do you know there is enough demand – how many at each session?
A clear timetable is provided	How much equipment is needed and how much will it cost?
Information about how the sessions will be delivered is provided	How will you recruit the coach and ensure they are safe and suitably qualified?
How to sustain the project without charging participants is considered	Can you provide a letter of support from the local club?
An exit route for long-term participation is also addressed	Could the local club be involved with delivering the after school sessions?
	Be clear about how the project will grow and sustain participation at age 14+, especially any links to community sport.



## Additional Equipment

Tree Tops Table Tennis Club is based in Surrey. The club is planning a recruitment drive to boost membership and attract younger participants to the sport. The club currently rents a church hall for one 2-hour coaching session per week and has 2 tables and a selection of bats, balls and nets. Around 8-10 players attend each week. There is space for 4 tables so the project will purchase 2 additional tables with nets and a small number of new bats/balls for new players to use. The club has contacted 5 nearby secondary schools and agreed to provide daily after school taster sessions for 5 weeks (i.e. 25 days) at the club's premises. All schools are keen to get involved. This will enable 16 young people to try the sport on each day with a total of 400 taking part across the 5 weeks. All will be given the chance to join the club, with an expectation of there being 20 new members. Press advertisements, and flyers placed in local libraries, schools and leisure centres will be used to attract new adult participants. The club has agreed with the church to rent the hall to provide a second coaching night each week following the recruitment drive. This will ensure that new participants will be able to get fully involved.

<b>Key Points</b>	<b>Further things to think about</b>
The new equipment is clearly linked to plans for increased participation	How much will the equipment cost, and how many bats/balls etc. are needed? Is this appropriate to the number of sessions/participants?
Children's taster sessions are after school hours	Who will provide the coaching? Will additional supervision be needed, e.g. teachers?
The schools have already been contacted and agreed to take part	Can the schools/church provide letters of support?
A clear time table and target figures have been provided	What are the existing opportunities for table tennis in the area and how will this project improve on this?
Additional facility hire has been agreed in principle	Have the school-children been consulted and has a clear level of interest been established?
	Be clear about how the project will grow and sustain participation at age 14+, especially any links to community sport.

## A New Team

Larch Road Tigers is a Rugby League club in Lancashire. The club currently runs a senior team, an academy side, u16's and u12's. This project aims to establish an u14's team to bridge the gap between the existing junior sides and prevent drop-off at around age 14. The local league has been contacted and agreed to provide a place for the new team, subject to the club getting the team established. Four local secondary schools have been contacted and agreed to take part in after school taster sessions every week throughout the spring term. There will be one 1-hour session per week at each school aimed at year 8 pupils, with 20 participants per session. There are expected to be different individuals at each session, but the overall target is for 80 children to take part with most of them attending most sessions. The aim is for 30 to go on to join the club and form the new u14 team. They will then be able to take part in the club's regular Saturday morning training sessions and competitive games. New team playing kit will be required along with balls and training equipment for the taster sessions. The training equipment will also be used for the Saturday morning sessions to cope with the extra participants. A new level-1 coach will also be trained to assist at the regular training sessions.

<b>Key Points</b>	<b>Further things to think about</b>
The u14s is clearly a new team	How much will the equipment cost, and what exactly is needed? Is this appropriate to the number of sessions/participants?
Schools have already been contacted and agreed to take part	Who will provide the coaching? Will additional supervision be needed, e.g. teachers?
A clear timetable is provided along with target numbers of participants	Can the schools provide letters of support?
Children's taster sessions are after school hours	What are the existing opportunities for rugby league in the area and how will this project improve on this?
The local league has been contacted and there is a clear opportunity for competitive participation.	Have the school-children been consulted and has a clear level of interest been established?
	Can the project be repeated to recruit new players in the future? How would this be funded?
	Apart from the lack of their own team, what other issues cause participants to drop out around age 14? How will the project specifically address these?

## Multi-sport Taster Sessions

Downwoods Parish Council is situated in Norfolk. Following detailed research in to the sporting activity in the area covered by the parish, the council has identified a range of sports for which there is a latent demand for participation. Of these, there are 6 sports with nearby clubs that are looking for new members. The project aims to bring the clubs together with potential new members by co-ordinating a series of taster sessions in each sport. There will be one session per week in each sport for a ten week period. A wide-ranging publicity campaign will be run using flyers, press releases, posters etc. Participants will be able to access any or all of the sessions and the project is aiming for 20 new participants per sport (120 in total) with half of these going on to join the clubs and play regularly.

<b>Key Points</b>	<b>Further things to think about</b>
Clear research has been done showing a demand on both sides, i.e. individuals <i>and</i> clubs.	Can you provide full details of the research, showing the results and how they led to the project being developed?
The focus of the sessions is on long-term participation, not just one-off activities.	Each sport is likely to have different needs, e.g. some may need coaches' fees, facility hire or new equipment in order to hold the taster sessions. Other sports might not need any of these, but require transport to venues. Have you worked out all the details?
A timetable of activity has been provided, with clear exit routes.	Can you provide details of venues, times and who will provide the coaching?
Clear reasons for choosing the sports proposed.	Non-directly sporting activities like publicity need to be fully justified and as detailed as possible in order to be considered eligible for support.
	Can you provide letters of support from the sports clubs?

### Sport in the Community

The Poplars Community Action Group is based in Birmingham and aims to promote community cohesion through the provision of leisure activities, especially sport. The applicant has conducted a survey of over 1,000 local residents and found that there is a strong interest in taking part in football, badminton and swimming. They have liaised with the local leisure centre, which has agreed to host a community sports day with coaching/taster sessions in the morning and short competitions (5-a-side football, badminton knock-out tournament, short distance swimming races) in the afternoon. This will be followed by ten weeks of 1-hour coaching sessions in each sport. Local clubs in each sport have been contacted and agreed to help organise/deliver the community day and the coaching sessions. At the end of the coaching sessions, all participants will be able to join the clubs. The aim is to attract 75 people to the community day, with 15 in each sport (45) going on to take part in the coaching sessions and 15 joining the clubs.

<b>Key Points</b>	<b>Further things to think about</b>
Extensive survey carried out.	Can you provide details of the questions asked in the survey and the results obtained?
The leisure centre and sports clubs are already on board with the project	Can you provide letters of support from the leisure centre/sports clubs?
Although the applicant's aim is to promote community cohesion, the application focuses on the sporting benefits that we are looking for.	How will people be attracted to the sports day? Is competition so early on realistic? How will you ensure this is a success?
Clear timetable provided	Is there scope to make the sports day an annual event in the community? How would that be funded?
Clear exit routes detailed.	



## A New Club

Broad Leaves Handball Club is based on the eastern edge of Exeter. The club has been successful in attracting members, but lacks opportunities for competitive play. It has worked with the National Governing Body of the sport and developed a plan to create a satellite club to the west of the city. Twelve of the current 34 members are based in the west and will form the core of the new club. 4 of these will train as coaches (2 level-1 and 2 level-2). The club has liaised with a suitably-located leisure centre, which has agreed in principle that their sports hall can be used for training sessions and offered storage facilities for equipment that will also be required as part of the project. A programme of promotion and publicity has been prepared to attract new members. There will be one 90-minute training session per week, with the first session offered free to new participants. The aim is to attract 20 new members to the new club, which will increase participation and provide regular competitive opportunities for both clubs. The new club will initially form a part of the original club and will be bound by its constitution, but when it has become established it will draw up its own rules and elect its own governing committee.

<b>Key Points</b>	<b>Further things to think about</b>
Clear links with the sport's governing body	What other facilities for handball are there in the area? How will this project fit in with these?
Facility has been contacted and is on board with the project	How do you know that there is likely to be any demand to take part in the sport?
The needs of a new club have been considered: coaches, facilities, equipment	Can you provide a letter of support from the leisure centre?
Governance of the new club has been considered	How will the new club be sustained? Can you provide a realistic income and expenditure forecast showing diverse sources of income?

## Section 5 - Common mistakes

Where possible we try to work with applicants to ensure we have all the information we need to ensure a successful outcome. However, unfortunately, not all applications are successful and there are some common reasons for this. The table below lists the most common issues, explains why the issues might have arisen and gives information about how to avoid them. Please take some time to review these issues and consider if your project might be affected. If you would like to discuss anything in this document, please call the Small Grants Team on 08458 508 508.

<b>Issue</b>	<b>Why the issue might arise</b>	<b>What to do</b>
Ongoing, repeat or existing activity.	There may be something on your website or in supporting documentation that indicates that you've done similar activity before.	Tell us about your previous and existing activities and describe how the project either differs from, or expands upon, them and how you have developed a completely fresh project.
Lack of clarity in your plan.	You may have made assumptions about what we know about your organisation/project.	Remember that we only know what you tell us. Give us all the details, e.g. how many coaching sessions, when they will be, how long, how many participants etc.
Lack of clarity in your budget.	You may not have told us how you have calculated budget items or explained why everything is needed to deliver your project.	Give a full and detailed breakdown of all your costs, e.g. number of hours coached, cost per hour etc. Make sure it is clear why all items are necessary. If there is an item in your budget that is not referred to in the text, we will not know what it is for.
Lack of contextual need.	You may not have considered how your project fits in to your local sporting landscape or how it meets other local needs.	Consider what other opportunities there are to play your sport in your area. How does your project fit in with this – does it fill a gap in provision? What other local issues are there relating to your project? Don't just list the issues – show how the project addresses them.

Lack of support.	Your project has not taken in to account the requirements of your NGB, CSP or Local Authority.	These organisations will already have plans and targets for specific sports, or sport in general, in your local area. It can benefit your application if you can show that you will help to meet these targets.
Lack of demand from beneficiaries.	You may not have shown that there are potential beneficiaries ready to take part in your project.	We need to be confident that target figures are realistic. If you have carried out research, consultation or surveys, please let us know and also give details of how you did it, what the results were and how those results led to the development of your project.
Lack of sustainability.	You have not clearly shown how the project will carry on after any grant runs out.	We are keen to support projects that offer long-term value. Please provide realistic proposals as to how you will do this. If you plan to charge participants, please state why that is not possible straight away and how you know it is more likely at the end of the project.
Lack of exit routes.	You have not demonstrated that participants will have opportunities to continue taking part after the end of the project.	If you are not a sports club, it may not be obvious how participants will continue taking part. If you can demonstrate links to local clubs it can benefit your application. If cost is a barrier to participation, try to show how this will be addressed regarding club membership.
Poor value for money.	You did not show that the project represents a good investment for Sport England.	This is not just about the number of participants. Smaller projects with good outcomes can offer better value than projects that target high numbers but offer low levels of participation per person. Demonstrate that your costs are realistic, that your proposal is the best option for the people you are targeting, and that each individual gets good value from their involvement.

**“Creating a sporting habit for life”**

## App.A

Please complete this checklist before beginning your Small Grants application.  
If you are in doubt about anything, please call us on 08458 508 508.

1. Are you...	Yes	No
Applying for a Sport England <a href="#">Recognised Sport</a>	<input type="checkbox"/>	<input type="checkbox"/>
A registered charity	<input type="checkbox"/>	<input type="checkbox"/>
A formally constituted club or association	<input type="checkbox"/>	<input type="checkbox"/>
A parish, Town, District, County or Unitary Authority	<input type="checkbox"/>	<input type="checkbox"/>
A School, Further Education establishment or Primary Care Trust	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you answered YES to ANY of the above, please CONTINUE...</b>		

2. Has your organisation...	Yes	No
Already received a Small Grant in the last 12 months	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you answered YES, please note that the maximum allowed is £10k in a 12-month period.</b>		

3. Does your organisation...	Yes	No
Have no unmanaged debts or liabilities	<input type="checkbox"/>	<input type="checkbox"/>
Have at least 3 unrelated or non-cohabiting members of your committee	<input type="checkbox"/>	<input type="checkbox"/>
Have suitable governance controls to manage a grant from Sport England (e.g. regular committee meetings, financial reporting etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you answered YES to ALL of the above, please CONTINUE...</b>		

4. Are you looking for funding for...	Yes	No
Help with general running costs (e.g. rent, heating etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Replacement equipment	<input type="checkbox"/>	<input type="checkbox"/>
An annual or previously run event	<input type="checkbox"/>	<input type="checkbox"/>
Activity focused on children under 14	<input type="checkbox"/>	<input type="checkbox"/>
Continuing an existing activity	<input type="checkbox"/>	<input type="checkbox"/>
An individual	<input type="checkbox"/>	<input type="checkbox"/>
Salaries for existing positions in your organisation	<input type="checkbox"/>	<input type="checkbox"/>
Activity that the state is legally obliged to provide (e.g. school curriculum)	<input type="checkbox"/>	<input type="checkbox"/>
A used road vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Building, construction, refurbishment or land improvement	<input type="checkbox"/>	<input type="checkbox"/>
A project that requires planning permission that is not yet in place	<input type="checkbox"/>	<input type="checkbox"/>
A project that has already started	<input type="checkbox"/>	<input type="checkbox"/>
A higher risk sport, where you are NOT affiliated to an appropriate National Governing Body. <a href="#">Higher risk sports list</a> .	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you answered YES to ANY of the above, your project may NOT be eligible for a Small Grant. Please contact us before applying. Otherwise, please CONTINUE...</b>		

4. Does your project...	Yes	No
Require a Small Grant of between £300 and £10,000	<input type="checkbox"/>	<input type="checkbox"/>
Cost less than £50,000 in TOTAL	<input type="checkbox"/>	<input type="checkbox"/>
Have a timescale of less than 12 months	<input type="checkbox"/>	<input type="checkbox"/>
Aim to get more people playing sport regularly	<input type="checkbox"/>	<input type="checkbox"/>
Focus on at least one of our recognised sports	<input type="checkbox"/>	<input type="checkbox"/>
Meet at least one of our key strategic objectives	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you answered YES to ALL of the above, please CONTINUE...</b>		

5. Can you...	Yes	No
Describe how many people will access your project and how they will benefit	<input type="checkbox"/>	<input type="checkbox"/>
Monitor the numbers of participants to show how successful the project is	<input type="checkbox"/>	<input type="checkbox"/>
Provide evidence that the project is needed	<input type="checkbox"/>	<input type="checkbox"/>
Provide a clear and detailed project budget	<input type="checkbox"/>	<input type="checkbox"/>
Monitor expenditure to show that any grant is spent correctly	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you answered YES to ALL of the above it is likely that your organisation and project are eligible for funding. We recommend you read the rest of our guidance before applying to maximise your chance of success.</b>		



**“Creating a sporting habit for life”**

This template can be attached to your online application if your planned activity is particularly complex or would you think it would benefit from more detail. Any information supplied below should support your answers to the questions on the application form not replace them.

**URN:**

**Project Title:**

**Organisation:**

Use the text box on the application form to provide any necessary explanation of your delivery plan.

What	When	Where/Who		How	Targets
Overview of the activities you will deliver	(Start date, how often, length of sessions, end date etc.)	Geographical locations (please list specific sites)	Who is the focus for this activity? (age, gender etc.)	How will this activity happen and who will be involved in delivering it?	The number of people planned to take part.



# Application for funding Small Grants

## Download version

This version of the application form has been created to give potential applicants a preview of the questions that they will be required to answer during the application process. Applicants will also have the opportunity to upload any supporting documentation at the end of the form.

This form should not be used to submit an application. All applications must be submitted online. If you do not have access to the Internet, or you require any other assistance, phone our funding line on 08458 508 508.

Before you spend time filling in your application, please make sure you know all about the programme and the documents you will need to send us. Information on the Small Grants programme can be found on our website [http://www.sportengland.org/funding/small\\_grants.aspx](http://www.sportengland.org/funding/small_grants.aspx).

You can also contact the funding helpline on **08458 508 508** or email [funding@sportengland.org](mailto:funding@sportengland.org) to tell us about your project before going ahead with your application. We can talk to you about whether your project is likely to meet our priorities for funding and give advice on what you need to do to make your application.

# Before You Start

Before you spend time filling in your application, please make sure you know all about the programme and the documents you will need to send us. **Advice and guidance on applying can be found here.**

You can also contact the funding helpline on **08458 508 508** or email **funding@sportengland.org** to tell us about your project before going ahead with your application. We can talk to you about whether your project is likely to meet our priorities for funding and give advice on what you need to do to make your application.

## Guidance Information

You can find out about our funding programmes by visiting our **Funding Guidelines web pages**. This information will help you with your application. If you have already read our guidance, please confirm this by ticking the box.

## Freedom of Information

As Sport England is a Public Body we have to comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:

- grant applicants
- grant holders
- contractors
- people making a complaint

Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act we will release it. If you think that information you are providing may be exempt from release, you should let us know when you apply.

Please tick the box to confirm your understanding.

## Data Protection

As Sport England is a Public Body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application form and in supporting documents for:

- assessing applications
- monitoring grants
- evaluating the way our funding programmes work and the effect they have
- reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

- Accountants, auditors and external evaluators
- Other organisations or groups involved in delivering the project
- Other lottery distributors, government departments
- Other organisations and individuals with a legitimate interest in lottery applications and grants,
- Other organisations for the prevention and detection of fraud.

Please tick the box above to confirm your understanding of Data Protection.

## Organisation Type

Please be aware that the Organisation type you choose needs to be correct as this will create an application that best fits your needs.

If you are unclear on which option to select, please telephone the Funding Helpline on 08458 508 508.

Which of the following categories best describes your organisation?

## Where did you hear about us?

Please select from one or more of the following options and where required, please provide more specific information.

Please click on the button below to continue with your application.

Ensure all boxes are ticked prior to pressing continue at the bottom of the page in order to progress to the next stage.

## About Your Organisation

Which of the following categories best describes your organisation?

If other, please specify below: \*

Is your Academy School part of an Academy Chain? \*  Yes  No

If Yes, please name the academy chain: \* 

If 'Academy' and 'Yes' is selected

Are you a registered charity? \*  Yes  No

Please enter your Charity Registration Number: \*

If 'Yes' selected

Are you a company? \*  Yes  No

If you are a company, are you: \*

Please enter your Company Registration Number: \*

If 'Yes' selected

Do you have public liability insurance? \*   Yes  No

Please enter your Policy Number: \*

If 'Yes' selected

How many people are involved in running your organisation? 

Your Governing body/Committee/Management Board ^

Your Volunteers ^

Paid Staff ^

Independent Referee 

Title \*

First Name \*

Surname \*

Employer \*

Job Title \*

Email ^

Membership of a professional body

Membership no

Correspondence Address

Address line 1 \*

Address line 2

Address line 3

Town/City ^

County

Postcode \*

Daytime Telephone Number (landline) \* 

Evening Telephone Number (landline) 

How long has your referee known your organisation?

Years ^

Months ^

## Guidance

**You can download a preview of all of the application form questions by clicking [here](#)**

Basic information to assist you in completing this page of the application form can be found below. More detailed guidance can be found [here](#) which we encourage you to read before completing this application. You can also call our helpline on 08458 508508 for further guidance

**This section asks for information about your organisation which will help us determine whether it is able to receive Lottery funding.**

To help us consider this we will also use the following information that you are asked to supply to support your application:

- A copy of your Governing Document, (e.g. constitution, memorandum and articles of association, trust deed or other formal document)
- A copy of your most recent audited or accountant verified accounts
- Copies of your last 3 bank statements

**Are you eligible to receive funding?**

Small Grants can make awards to most not-for-profit organisations that have a written constitution, memorandum and articles of association, or other formal document which sets out the organisation's aims and how it operates. We also support organisations established by statute or statutory powers, (e.g. Schools and Local Authorities).

Small Grants cannot fund individuals, sole traders, organisations established to make a profit, or organisations which can distribute funds to members.

We expect you to have a governing committee of three or more non-related and non-cohabiting members and have suitable governance controls to manage a Sport England grant. Your governing document should include a dissolution clause with a charitable or benevolent aim to show what will happen to your organisation's assets if it ceases to exist.

**Organisation Name**

The name given on your application form needs to match the name on your governing document, bank statements and financial accounts.

**Independent Referee**  
(Not applicable to NGBs, CSPs or Statutory Bodies)

Your referee must be completely independent from your organisation. Ideally, they will be someone involved in your sport (or sport in general) in an official capacity and know your organisation/project, but will not benefit from the grant if it is awarded. Relatives of club members are not acceptable.

Small Grants may contact your referee as part of the assessment of your application, and any award offered will be subject to receipt of a satisfactory reference.

**Schools**

Schools that are majority state funded should select Local Education Authority from the dropdown menu. Schools that are funded independently should select Independent School or College. Academies should select Academy School

Applications from LEA/State funded schools will not need to provide an Independent Referee or copies of your governing document, bank statements or financial accounts.


**Advice and Guidance**

[Organisation Guidance](#)

How does your referee know your organisation? \* **Declaration** 

I confirm this application has been discussed with the referee detailed above and the referee is happy to be contacted by Sport England about this application.

**Sports Opportunity**

Does your organisation restrict access/membership on the grounds of race, creed, colour, gender, sexual orientation, age, disability, occupation, religion or political persuasion? \* 

 Yes  No


Please tell us the reasons for restricting access / membership \*

If 'Yes' selected





## Project Contact Details and Checklist

Who should we contact about this project idea? 

Tick here if the contact address is the same as the Organisation address you registered with

Title *	<input type="text"/>
First name *	<input type="text"/>
Surname *	<input type="text"/>
Position in organisation *	<input type="text"/>
Email address *	<input type="text"/>

Please give the address details for the named contact above.

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

Get Address

Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/City *	<input type="text"/>
County	<input type="text"/>
Postcode *	<input type="text"/>
Daytime Telephone number (landline)* 	<input type="text"/>
Evening Telephone number (landline) 	<input type="text"/>
Mobile phone number	<input type="text"/>

### Second Senior Contact and Payment Contact

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

Tick here if the contact address is the same as the Organisation address you registered with.

Title *	<input type="text"/>
First name *	<input type="text"/>
Surname *	<input type="text"/>
Position in organisation *	<input type="text"/>
Email address *	<input type="text"/>

Please give the address details for the named contact above.

Get Address

Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/City *	<input type="text"/>
County	<input type="text"/>
Postcode *	<input type="text"/>
Daytime Telephone number (landline) * 	<input type="text"/>
Evening Telephone number (landline) 	<input type="text"/>
Mobile phone number	<input type="text"/>

## Guidance

You can download a preview of all of the application form questions by clicking [here](#)

Basic information to assist you in completing this page of the application form can be found below. More detailed guidance can be found [here](#) which we encourage you to read before completing this application. You can also call our helpline on 08458 508508 for further guidance

**This section asks for information about who to contact at your organisation about your application.**

### Organisation Address

To enter an address, please select the Get Address button. A search will be performed on all Royal Mail addresses to locate the address.

If you do not know the postcode, click on the link where prompted and enter the building number or name, street and town. If there is no address that matches your entry please manually type the address details.

### Advice and Guidance

[ProjectContacts-Guidance](#)



## Your Project Description

What is the title of your project? \*

In up to 100 words, please describe your project. \*

0 words

Which sport(s) will your project involve? \*

Select a sport from the list below, then click the "Add Sport" button. You can add as many sports as required to the Selected Sports table. If your sport is not listed, please call 08458 508 508 (please note that Football is listed as 'Association Football' and Tennis is listed as 'Lawn Tennis')

Select a sport from the list:

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

If you are affiliated to the NGB please enter your affiliation number:



Sport	Affiliated NGB	Affiliation No
-------	----------------	----------------

There are currently no sports in the table.

Where will your project happen? \*

 Address Line 1 \* 

 Address Line 2 

 Address Line 3 

 Town \* 

 County 

 Postcode \* 


Address Line 1	Address Line 2	Address Line 3	Town	County	Postcode
----------------	----------------	----------------	------	--------	----------

There are currently no venues in the table.

## Guidance

 You can download a preview of all of the application form questions by clicking [here](#)

 Basic information to assist you in completing this page of the application form can be found below. More detailed guidance can be found [here](#) which we encourage you to read before completing this application. You can also call our helpline on 08458 508508 for further guidance

**This section asks for details about your project and where it will take place**

### Project Description

Use the box provided to describe your project. We encourage you to try and express the aim of your project clearly and concisely and ensure it is clear what your project will do to achieve this aim.

### Selecting Sports

You can add as many sports as are covered by your project.

Some of the sports listed are highlighted with an asterisk (\*). Please note that if your project will involve one or more of these activities, one of the following must apply, for your project to be considered eligible for funding:

- The organisation delivering these sports activities must be affiliated to the recognised national governing body (NGB). In the majority of cases this will be your organisation but where it is another organisation please give details of their applications.
- Any individuals delivering these sports activities on behalf of your organisation must be appropriately qualified with the recognised national governing body.

Only applications for projects involving recognised sports are eligible for funding from Sport England. If your sport(s) is not shown on the list, please contact the funding helpline on 08458 508 508 for advice.

 Sport England's list of recognised sports can be viewed [here](#)

### Project Location

Please use 'Get Address' to find the address (es) of the main site(s) or venue(s) where your project is taking place. Please locate each site and enter into the table by clicking the 'Add Site / Venue' button.

[Advice and Guidance](#)
ProjectDetails-Guidance

## Tell Us More About Your Project

The following questions ask for more detail about your project. Your answers are very important to our assessment of your application.

### Why is your project needed? \*

Please tell us why your project needs to happen and what evidence you have gathered to support this (in up to 500 words).

0 words

### What difference will your project make? \*

Please tell us about the impact your project will have on sports participation (in up to 500 words).

0 words

### How will you make your project happen? \*

Please tell us how you have planned your project and how you will deliver it (in up to 500 words).

0 words

### What will happen after this project ends?

Please tell us how your project will help participants continue their involvement in sport at the end of this funding (in up to 500 words).

0 words

### Will you work with anyone else to make your project happen? \*

## Guidance

You can download a preview of all of the application form questions by clicking [here](#)

Basic information to assist you in completing this page of the application form can be found below. More detailed guidance can be found [here](#) which we encourage you to read before completing this application. You can also call our helpline on 08458 508508 for further guidance

**This section of the application form asks about your project in more detail and gives us the key information we need to assess your application.**

The guidance below will explain in more detail what kind of information we expect to see in each of these sections.

### Why is your project needed?

This is your opportunity to tell us why your project needs to happen. While it may be simple to answer this question, a strong application will provide evidence to back up your answer. Key things that can support your answer to this question include:

- Evidence of support for your project from your National Governing Body (NGB), County Sports Partnership (CSP) or Local Authority. Anything that indicates your project will contribute to the wider picture in your sport and local area.
- Any research that supports the need for your project and sets the wider context. (e.g. Local Authority, Social, Health and Sports participation statistics)
- Evidence of demand from participants for your project to happen. This can include survey's, waiting lists, letters of support or any other evidence you can provide that shows your project is driven by local demand.

You can attach any supporting documents to your application on the final summary page.

### What difference will your project make?

Use the box provided to describe the sporting opportunities your project will provide and the impact it will have on Sport England's strategy.

Sport England's strategy for 2012-17 is focused on people aged 14+ playing regular sport, and on developing opportunities for those that want to progress in their chosen sport. We also want to further develop opportunities for disabled people playing more sport. Small Grants will not fund projects that do not impact on this strategy.

You should ensure that your answer to this question fully explains what you want your project to achieve.

Small Grants is focused on supporting projects that will provide clear sporting benefit and provide the best value for money.

The strategy is published in full [here](#) if you wish to read in more detail.

### How will you make your project happen?

We need to know how you have planned your project. The level of detail you need to provide will vary depending on the complexity of your project. We want to gain a full picture of how your project will happen and have assurance that it has been planned thoroughly. Examples of things to consider include, who will take part? When and where will sessions take place? How long will sessions last? Who will run the project? Etc.

If your project is complex and you'd like to provide a detailed project plan you can attach one to your application on the final summary page.

### What will happen after this project ends?

Use the box provided to describe how your project will encourage participants to continue in sport after our funding ends.

We want to support projects that will have a lasting impact on sports participation so this is your opportunity to explain how your project will do this. This does not necessarily mean we expect you to financially maintain the project. Strong projects can also establish opportunities for long-term participation through partnerships with other local sports providers or by offering lasting skills and experience.

However your project will tackle this challenge, this section is your opportunity to describe your approach.

### Will you work with anyone else to make your project happen?

Use the box provided to tell us about any other organisations you are working with to make your project happen. This could be anyone from a volunteer coach to your National Governing Body or Local Authority. Please also explain what the other party's involvement will be.

[Advice and Guidance](#)



# People Taking Part

## Participants

This section will tell us who will take part in your project.

Do people currently take part in sport at your project? \*  Yes  No

How many people will take part in sport during your project? \*

Year 1 target	Aged 0-13	Aged 14-25	Aged 26+	Total	Increase
Male	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Female	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

## Background

Please tell us a bit more about the background of these people by entering the number or % of the people from the two groups below.

	Number	% of Total
Disability / Limiting long term illness	<input type="text" value="0"/>	<input type="text" value="0"/>
No disability / No Limiting long term illness	<input type="text" value="0"/>	<input type="text" value="0"/>
Black / Other Minority Ethnic background	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>

## Accompanying notes

The box below is for any notes you may wish to add to explain your figures

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

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

## Have You Started Work Yet?

Other than essential project development work, costs and/or fees, has your organisation begun work, or made any binding commitments to begin work, in respect of your project? \*

Yes  No 
 If 'Yes' selected

Please tell us about the aspects of the project to which you are committed. Please be aware that Sport England cannot fund any activity that has already started.\*

## Guidance

You can download a preview of all of the application form questions by clicking [here](#)

Basic information to assist you in completing this page of the application form can be found below. More detailed guidance can be found [here](#) which we encourage you to read before completing this application. You can also call our helpline on 08458 508508 for further guidance

**This section of the application form asks more detailed questions about the number of people you will target to take part in your project and some information about their background.**

When entering the ages of people taking part in your project please consider that Sport England's strategy for 2012-17 is focused on creating a sporting habit for life in adults and young people over the age of 14. Your application must demonstrate how it will achieve one or more of the following strategic outcomes:

- a) An increase in the proportion of 14-25's playing sport once a week
- b) A growth in regular (once a week) participation for all those aged 14+
- c) A reduction in drop out at ages 16, 18, 21 & 24
- d) Growth in participation by people (aged 14+) with a disability.

The first question helps us understand if people have already taken part in sport at your organisation in the past 12 months.

It also gives us a reference point to measure the success of your project against.

If you are a brand new organisation, have never delivered any sporting activities before, or your project will only work with new participants then you should answer 'No' to this question.

The next question is about targets. This section should show the participant numbers you expect after your project has finished. These are the targets we will use to measure the success of your project.

**Background:** We request some information to identify if your project will have any disabled or minority ethnic participants. If you enter figures for either of these measures then make sure that they each add up to 100%.

**Project Start and End Dates:** Please ensure your project start date is no sooner than 12 weeks from the date of submitting your application. Small Grants projects must be delivered within a 12 month period.

[Advice and Guidance](#)

Organisation	Contacts	Project	Description	Visits	Budget	Summary
--------------	----------	---------	-------------	--------	--------	---------

# Your Small Grants Budget

## Project Cost Breakdown

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

Item or Activity	Description	How have you calculated this?	Total Amount (£)	Amount requested from Sport England (£)
eg. Coaching Costs	Taster session coaching	2 coaches x 10hrs x £25per hr	500	400
Please select...			0	0

[Click Here to Add](#)

There is currently no breakdown of costs in the table.

## Partnership or Other Funding

Do you have any other cash funding for your project ? \*

Yes  
 No

If 'Yes' is selected fill out the below

Organisation Name	Organisation Type	Amount (£)	Confirmed?
	Please choose:	0	Please choose:

[Click Here to Add](#)

There is currently no other partnership or other funding in the table.

## Non-cash or In-kind Funding

Do you have any non-cash or in-kind funding for your project ? \*

Yes  
 No

If 'Yes' is selected fill out the below

Organisation Name	Organisation Type	Amount (£)	Description of contribution and how the value was calculated	Confirmed?
	Please choose:	0		Please choose:

[Click Here to Add](#)

There are currently no non-cash or in-kind contributions in the table.

Total Project Cost	Amount (£)
Amount requested from Sport England	(£) 0
Amount of Other Funding	(£) 0
<b>Total Project Cost</b>	<b>(£) 0</b>

How has VAT been addressed within your project costs ? \*

## Guidance

You can download a preview of all of the application form questions by clicking [here](#)

Basic information to assist you in completing this page of the application form can be found below. More detailed guidance can be found [here](#) which we encourage you to read before completing this application. You can also call our helpline on 08458 508508 for further guidance

**This section of the application form asks for more detail about your project costs and sources of other funding.**

This is a really important part of the form. It helps us understand how you have arrived at the total cost for your project.

The first section asks you to add your project costs line by line. An example is provided at the top of the section to help you understand what we're after.

Firstly choose a standard category from the dropdown list (Item) then describe how it relates to your particular project (Description). The next step is to breakdown how you have reached this cost and to enter the total cost in pounds. The final box asks for the amount you are requesting from us towards this.

As you add budget lines your project budget will take shape. A summary of the totals will show at the bottom. Please remember that the maximum 'Amount requested from Sport England' is £10,000 and the maximum 'Total Amount' is £50,000.

The next two sections ask if you have any other funding, cash or non-cash, to support the cost of your project. If your project budget is entirely covered by your Sport England grant request then answer 'No' to both of these questions.

Where additional funding is being provided to support your total project cost you we would expect you to answer 'Yes' to at least one of these questions and enter the requested details.

At the end of this page the total costs of your project are automatically populated and the sources of funding (Grant, Other Funding, Non-cash & In-kind) are summarised. If there are any errors in the figures you will be asked to make changes. The simple formula to follow is:

Amount requested from Sport England (max £10,000) + Amount of other funding (cash & non-cash/in-kind) = Total Project Cost (max £50,000).

The final question asks you to describe how you have addressed the cost of VAT in your budget. This will depend entirely on your status as an organisation. If you are not able to reclaim VAT then it is ok to include VAT in your project budget.

[Advice and Guidance](#)



## Application Review

These may be the essential documents that will be required before an award will be made. Please ensure that you can provide the appropriate documentation before submitting your application. Please note that your application will not be processed for assessment until all the required documents are received.

If you are sending any documents by post please use the following address and ensure the documents follow within 5 working days of your submitted application: Sport England, SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF.

### Documents We Need To See

	Attached File	Send by Post	N/A
1. A photocopy of the Governing Document. For example, this may be a constitution, memorandum and articles of association, trust deed or other formal document (not required for statutory bodies)	<input type="radio"/>	<input type="radio"/>	
2. A photocopy of most recent audited or accountant verified accounts (not required for statutory bodies)	<input type="radio"/>	<input type="radio"/>	
3. Photocopies of last 3 bank statements (not required for statutory bodies)	<input type="radio"/>	<input type="radio"/>	
4. Organisation's income and expenditure forecast for minimum of three years (if audited accounts are not available)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Child Protection Policy (for all projects involving children)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Safeguarding vulnerable adults policy (for projects involving vulnerable adults)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Evidence of partnership funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Photocopy of Affiliation to NGB sports where required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Project delivery plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide any documentation that is relevant to your project. Any documentation held in digital form should be uploaded using the form below: (Maximum file size for each uploaded document is 10 MB approx.)


There are currently no files uploaded.

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

Please review the answers you have given with reference to the policy documentation and ensure you have provided the information required.

[Advice and Guidance](#)

[Printable Version Of Application](#)

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

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

## Application Summary

Page Name	Status
Organisation	<b>Completed</b>
Contacts	<b>Completed</b>
Project	<b>Completed</b>
Description	<b>Completed</b>
Visits	<b>Completed</b>
Budget	<b>Completed</b>
Summary	<b>Not Yet Started</b>