



1.03 Your Project

Sport England has a vision to make England an active and successful sporting nation. To realise this, we have three key objectives:

Start

Increasing participation in sport in order to improve the health of the nation, with a focus on helping priority groups.

Stay

Retaining people in sport and active recreation through an effective network of clubs, sports facilities, coaches, volunteers and competitive opportunities.

Succeed

To achieve sporting success at every level.

Retaining your project's vision

When you are planning your proposals in greater detail, your project work can be broken down into specific activities.

Using Sport England's Template C *Testing Your Assumptions* is a useful way to test, capture and present ideas before submitting them. Achieving your goals should inform everything you do, be it recruiting staff or volunteers, or briefing architects, and the template is something you can keep referring to.

When changes are proposed to your project plan, or new opportunities arise, test them against your vision, as this should guide all actions.

Our requirements

Sport England requires certain information before a decision on funding can be made. This information will be collated as your project develops – it won't all have to be submitted at the same time.

Sport England has a flexible approach towards project planning and development. The depth and type of information that is required will depend on your project's aims and objectives, how complex your project will be to manage, what kind of organisation you are, and how much money is being requested.

We recommend that you read the guidance notes before you start preparing your project plans. The *Developing Your Project Checklist* includes all the information we require from you.

Accreditation

If you have a current Clubmark, QUEST or Investors in People accreditation there will be certain documents you are not required to submit. For example, if you have achieved Clubmark we will accept this as demonstration that you have appropriate child protection procedures in place.

If you want to find out more about Clubmark or QUEST accreditation, please visit www.sportengland.org

Supporting your project

A Sport England officer will be assigned to work with you throughout the life of your project to assist with advice and support. Other officers or experts from outside Sport England may also be able to offer guidance and help you to monitor your outcomes.



Every effort has been made to ensure the accuracy of the information contained in the *Funding Support Pack* and supporting guidance notes. Sport England, its servants and agents shall not at any time, in any circumstances, be held responsible or liable to any party in respect of any loss, damage or costs of any nature arising directly or indirectly from reliance placed on the material in this publication, or any other guidelines or policies issued by Sport England. This information has been prepared as a basic guide only and should not be viewed as a substitute for obtaining comprehensive expert or professional advice.

This guidance and Sport England policies on Lottery funding applications are subject to change from time to time, including variations required complying with governmental directions on the application of Lottery funds. Sport England reserves the right to amend, supplement and/or discontinue, at its absolute discretion for whatever reason, any or all of the guidelines set out in this publication.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the permission of Sport England.

© Sport England, March 2004. Reference 2253
Code number SE/2253/1M/03/04