

SUMMER OF SPORT™

LONDON | 08 | _____

Application Form

If you have any question, please contact London Summer of Sport Support line on 0207 636 9569

Please complete this form in full and email to: summerofsport@limelightsports.com

or

London Summer of Sport
c/o Limelight Sports
33-34 Rathbone Place
London W1T 1JN

Funding:

You will need to complete the following sections of the application form depending on the level of support you require from London Summer of Sport:

If you wish to apply for London Summer of Sport funding, marketing materials/merchandise and website presence please complete all sections.

If you wish to only apply for London Summer of Sport marketing materials/merchandise and website presence please complete all sections apart from Section C.

Section A:

Have you read London Summer of Sport Application criteria?

Yes No

Where did you hear about London Summer of Sport?

Do you require London Summer of Sport marketing and merchandise?

Yes No

Are you able and willing to display a London Summer of Sport banner (3658 x 970cm)?

Yes No

Do you require London Summer of Sport funding?

Please select the level of funding you wish to apply for

£500

Up to £750 – please state amount £

Up to £1000 – please state amount £

Section B:

Organiser contact details:

First name	_____	Title	_____
Surname	_____		
Address	_____		
Address	_____		
Town	_____		
Postcode	_____		
Telephone number (day)	_____		
Mobile number	_____		
Email	_____		
CRB checked number	_____		
Organiser t-shirt size	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL		

Organisation details:

Organisation name	_____		
Organisation address	_____		
Organisation address	_____		
Organisation town	_____		
Organisation postcode	_____		
Organisation telephone number	_____		
Organisation email	_____		
Organisation website	_____		
Organisation company or charity number	_____		
Organisation description	<input type="checkbox"/> Voluntary organisation <input type="checkbox"/> Charity <input type="checkbox"/> Sports club <input type="checkbox"/> Local Authority <input type="checkbox"/> Community centre/club/group <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Sports/leisure facility		

Event/Activity details:

Name of the event/activity	_____
Date of the event/activity	_____
Time of the event/activity	_____
Venue of the event/activity	_____
Event/activity telephone number	_____
Event/activity email	_____
Event/activity web address	_____

Please note this telephone number; email address and web address will be listed on the London Summer of Sport website)

If the venue address is different from the "Organisation Address" listed above, please complete the following section:

Venue address	_____
Venue address	_____
Venue town	_____
Venue postcode	_____
Venue telephone number	_____

In which London Borough does the event/activity take place?

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Barking and Dagenham | <input type="checkbox"/> Enfield | <input type="checkbox"/> Islington | <input type="checkbox"/> Southwark |
| <input type="checkbox"/> Barnet | <input type="checkbox"/> Greenwich | <input type="checkbox"/> Kensington and Chelsea | <input type="checkbox"/> Sutton |
| <input type="checkbox"/> Bexley | <input type="checkbox"/> Hackney | <input type="checkbox"/> Kingston | <input type="checkbox"/> Tower Hamlets |
| <input type="checkbox"/> Brent | <input type="checkbox"/> Hammersmith and Fulham | <input type="checkbox"/> Lambeth | <input type="checkbox"/> Waltham Forest |
| <input type="checkbox"/> Bromley | <input type="checkbox"/> Haringey | <input type="checkbox"/> Lewisham | <input type="checkbox"/> Wandsworth |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Harrow | <input type="checkbox"/> Merton | <input type="checkbox"/> Westminster |
| <input type="checkbox"/> City of London | <input type="checkbox"/> Havering | <input type="checkbox"/> Newham | |
| <input type="checkbox"/> Croydon | <input type="checkbox"/> Hillingdon | <input type="checkbox"/> Redbridge | |
| <input type="checkbox"/> Ealing | <input type="checkbox"/> Hounslow | <input type="checkbox"/> Richmond | |

Residents of which London Borough is the event/activity targeted at?

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Barking and Dagenham | <input type="checkbox"/> Enfield | <input type="checkbox"/> Islington | <input type="checkbox"/> Southwark |
| <input type="checkbox"/> Barnet | <input type="checkbox"/> Greenwich | <input type="checkbox"/> Kensington and Chelsea | <input type="checkbox"/> Sutton |
| <input type="checkbox"/> Bexley | <input type="checkbox"/> Hackney | <input type="checkbox"/> Kingston | <input type="checkbox"/> Tower Hamlets |
| <input type="checkbox"/> Brent | <input type="checkbox"/> Hammersmith and Fulham | <input type="checkbox"/> Lambeth | <input type="checkbox"/> Waltham Forest |
| <input type="checkbox"/> Bromley | <input type="checkbox"/> Haringey | <input type="checkbox"/> Lewisham | <input type="checkbox"/> Wandsworth |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Harrow | <input type="checkbox"/> Merton | <input type="checkbox"/> Westminster |
| <input type="checkbox"/> City of London | <input type="checkbox"/> Havering | <input type="checkbox"/> Newham | |
| <input type="checkbox"/> Croydon | <input type="checkbox"/> Hillingdon | <input type="checkbox"/> Redbridge | |
| <input type="checkbox"/> Ealing | <input type="checkbox"/> Hounslow | <input type="checkbox"/> Richmond | |

Event/activity description:

What will the event/activity achieve?

How will participation be maintained after the London Summer of Sport event/activity has finished?

Is your event/activity a one-off or a series?

- One off event/activity (held on a single day)
- Series of events/activities (held over a number of days/weeks)

If your event/activity is a series, how many days does the event/activity run?

If your event/activity is a series please state ALL of the dates that your event/activity is being held on:

Type of sport involved in the event/activity:

- Team sport Individual sport Multi sport
 Other – please specify _____

What is the main sport involved in the event/activity? _____

Please list all of the sports involved at your event/activity: _____

Type of event/activity:

- Coaching session Tournament/Competition Taster session
 Demonstration Other (please specify)

How many hours of coaching will participants receive in this session/over the course of the event/activities?

- 0 hours 1-2 hours 2-5 hours 6-10 hours 10 hours +

Is this event/activity free to enter to all participants? Yes No

Who is the event/activity aimed at?

- Any interested participants 11 – 16 years Parents and children
 Children under 11 Adults (18+) No age range specified

Are there any access restrictions to the event/activity? Yes No

Please state any access restrictions: _____

Please list what the participants are required to bring with them: (eg kit, lunch, sun protection)

Marketing:

How are you planning to promote the event/activity?

- Email Post Phone Outdoor Marketing

Other (please specify): _____

Staffing:

Please state the total number of staff involved on the day(s) of your event/activity: _____

How many of these staff have CRB checked numbers? _____

How many paid for coaches/staff will be involved? _____

How many volunteer coaches/staff will be involved? _____

Please state the names and CRB checked numbers of key staff _____

Participants:

Number of participants expected: _____

Which age group are you targeting? (tick all applicable age groups)

All ages Under 16s 16 – 21 years Adults Over 50s

Are you targeting a specific gender? Male Female Both male and female

Is your event/activity inclusive of disabled people? Yes No

Are you targeting a specific social group or communities?

All communities Low income Black, Asian, Minority Ethnic

Disabled people Other (please specify) _____

Please describe how you plan to ensure that a minimum of 10% of your participants will be disabled people:

Are you targeting a specific fitness or ability level?

All fitness/ability levels Inactive/inexperienced Active/experienced Athletes/elite level

Does the date of your event/activity tie in with a major/professional sporting event? Yes No

If yes, please specify: _____

Section C:

Funding Requirements:

What is the total cost of your event/activity? £ _____

What is the approximate breakdown of costs allocated to the following areas:

Venue hire	£ _____
Total staffing (not including coaches)	£ _____
Coaches	£ _____
Equipment hire	£ _____
Equipment purchase (please specify)	£ _____
Transport costs	£ _____
Other (please specify cost and other)	£ _____

Please state the total amount of funding you have already secured for your event/activity from the following sources and whether this has been received or pending (to help support your application please send evidence of additional funding to the London Summer of Sport address/email address stated at the start of this form):

	Amount		
Your organisation	£	<input type="checkbox"/> Received	<input type="checkbox"/> Pending
National Governing Body of Sport (or regional)	£	<input type="checkbox"/> Received	<input type="checkbox"/> Pending
Community group	£	<input type="checkbox"/> Received	<input type="checkbox"/> Pending
Sports club	£	<input type="checkbox"/> Received	<input type="checkbox"/> Pending
Local Authority	£	<input type="checkbox"/> Received	<input type="checkbox"/> Pending
Charity	£	<input type="checkbox"/> Received	<input type="checkbox"/> Pending
Donations	£	<input type="checkbox"/> Received	<input type="checkbox"/> Pending
London Summer of Sport Funding (requested)	£	<input type="checkbox"/> Received	<input type="checkbox"/> Pending
Other (please specify)	£	<input type="checkbox"/> Received	<input type="checkbox"/> Pending
Total Funding Received:	£		
Total Funding Pending:	£		

Please state what exactly the London Summer of Sport funding will be used for:

Will the event/activity take place without your requested London Summer of Sport funding selected above?

Yes No

Did you apply for London Summer of Sport 2007 funding?

Yes No

Did you receive support from London Summer of Sport last year?

Yes No (if no go to section D)

What was your London Summer of Sport 2007 reference number?

Please state the level of support received in 2007 from London Summer of Sport:

- Website presence only
- Marketing materials and website presence
- Funding, marketing materials and website presence

- o Please state amount of funding received from London Summer of Sport £
- o Did you submit an evaluation form? Yes No

Section D:

Event/Activity Outcomes

Funding decisions will be influenced on the ability of an organiser to show how participation in your event/activity will lead to increased participation in a sport/activity or adoption of a new sport/activity by the attendees.

Please state what you are hoping to get out of the event/activity and what outcomes you hope to achieve from delivering your activity.

Section F:

Legal Responsibility

Do you hold Public Liability Insurance? Yes No

Please state your Insurance company name _____

Please state your Insurance company policy number _____

Do you have up to date child protection policy/guidelines Yes No

Section E:

London Summer of Sport Marketing Materials

London Summer of Sport will provide you with a selection of marketing materials and giveaways to help support and promote your event/activity. Marketing materials are limited and we may not be able to supply you with all of your requested amounts.

Please note that all of the items listed below are for marketing therefore the number requested should reflect the number of participants at your event/activity. Please indicate your approximate quantities below:

	Quantity		Quantity		Quantity
<input type="checkbox"/> A3 Posters	_____	<input type="checkbox"/> A6 Postcards	_____	<input type="checkbox"/> Staff T-shirts	_____
<input type="checkbox"/> A4 Posters	_____	<input type="checkbox"/> Banner (size 3.5m x 1m)	_____	<input type="checkbox"/> Certificates	_____

Required delivery date of London Summer of Sport merchandise? Please give at least one week prior to event/activity date _____

Delivery address of London Summer of Sport merchandise and marketing materials:

Name of recipient _____

Address _____

Address _____

Town _____

Postcode _____

Section G:

London Summer of Sport Delivery Workshops

London Summer of Sport delivery workshops are arranged to help support, promote, organise and deliver your events/activities. These workshops are also available to all London Summer of Sport Organisers (non funded events) to attend.

The Organiser's attendance at one of these sessions is a mandatory part of the grant funding and must be attended prior to your event/activity taking place. All London Summer of Sport Delivery Workshops to be held at:

London Development Agency
Palestra
197 Blackfriars Road
London SE1 8AA

For directions please visit: www.lda.gov.uk

Please indicate which of the following London Summer of Sport Delivery Workshops you are able to attend: (you are able to select more than one workshop)

- Wednesday 16th July 2008 6-8pm Tuesday 29th July 2008 6-8pm
 Monday 28th July 2008 6-8pm Monday 4th August 2008 6-8pm

If you would like to be contacted about any future programs, please tick the box