Local

Delivery

Pilots

Expression of

Interest form

**March 2017**

Before telling us about your pilot, please read the following information regarding Freedom of Information, Data Protection and Assessment. You should only proceed if you are happy to comply with the Freedom of Information and Data Protection requirements.

### 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.

### 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 in your submission 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 your submission
* 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

HOW WE WILL ASSESS YOUR SUBMISSION

This form should be completed and returned electronically to Sport England by **5pm on 31 March 2017.**

There are 6 sections in this form: all sections should be completed before returning. Each section refers directly to our published criteria/guidance for this stage of the Local Delivery Pilot applications.

Completed forms should be sent to: [localdeliverypilots@sportengland.org](mailto:localdeliverypilots@sportengland.org)

Please do not attach any plans, research or other supporting documentation to your electronic submission other than a map clearly indicating the boundaries of your chosen place. If any other documents are supplied these will not be considered as part of the assessment.

If you have any questions/queries whilst completing this form please refer to the guidance available on line at www.sportengland.org/localdelivery, call our funding helpline on 03458 508 508 or email: [localdeliverypilots@sportengland.org](mailto:localdeliverypilots@sportengland.org)

LEAD ORGANISATION

This section requests general contact details for the organisation leading your pilot and is essential for the accurate assessment and administration of your submission.

|  |  |
| --- | --- |
| Organisation name |  |
| Address (please note all correspondence in regard to this application will be sent to this address) |  |
| Organisation type |  |
| Registration Number(s) *(if applicable)* |  |

|  |  |
| --- | --- |
| Lead Contact  *(This will be the lead officer responsible for this submission, and will be the point of contact for any correspondence)* | |
| Name |  |
| Position in Organisation |  |
| Email |  |
| Telephone |  |

|  |  |
| --- | --- |
| Second Contact  *(in case of queries or requests for further information and the person above is unavailable)* | |
| Name |  |
| Position in Organisation |  |
| Email |  |
| Telephone |  |

1. Your place

We want to understand the story of your place. You must have a strong and robust definition of your place and why that definition makes sense. We want you to have an excellent understanding of the most important issues in your place that are relevant to this pilot programme.

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| a. Describe the place you have chosen to be a potential pilot. Where is it and how it is defined? |
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| b. Why have you chosen this place and defined it in this way? |
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| c. What are the most important issues in this place that are relevant to this pilot? |
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1. Audience

We want to know who you are trying to influence and change through your pilot. You must have a good understanding of the people you wish to focus on in your pilot and how you can influence them to change their behaviour. Equally we are keen to understand what you don’t know but would like to explore through this pilot programme.

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| a. Tell us about the people in your place and why this pilot matters to them |
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| b. Who would you like to focus on in your pilot and why? What do you know about their motivations and attitudes? |
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| c. How will you engage, communicate and influence your chosen audience? |
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1. Leadership

We know that any successful pilot will require strong and clear leadership. We need to know that this is something you can provide for your pilot. We need to understand how this will fit with other leaders in your place. We also want you to be clear and honest about the challenges you will need to overcome.

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| a. Which organisation will lead the development of the pilot and why? |
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| b. Who are the other leaders in your place and how will you utilise them as part of the pilot? |
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| c. What are the main challenges you face in successfully completing this pilot? How do you plan to overcome these? |
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1. Outcomes

We expect you to be clear about what you wish to achieve from your pilot and that this should be significant and transformational. We would like to know why these outcomes are of importance to you, your partners and why they will interest us. We also want to know more about your understanding of what transformational change will be required to deliver these outcomes.

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| a. What do you want a pilot to achieve in your place? |
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| b. What transformational change is needed in order to deliver your outcomes above? |
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| c. What are the strengths and weaknesses in your place that will impact on the ability to deliver transformational change? |
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1. Learning

This pilot programme is all about enhancing knowledge and understanding through testing concepts and ideas. We need you to tell us what you think we could test in your pilot. We need to be assured that your place is comfortable working in an experimental manner (and the scrutiny this will bring) and that you are committed to effective and timely sharing of any learning including about what hasn’t worked.

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| a. What will we be able to test and learn if we selected your place as a pilot? |
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| b. How do you currently make use of insight to improve or change what you do? |
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| c. How has the workshop informed the development of your thinking? |
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1. Final question

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| Please explain why Sport England should choose your place to be a pilot? |
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