**Please complete this checklist before beginning your Get Equipped 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 Recognised Sport [ ]  [ ]

A registered charity [ ]  [ ]

A formally constituted club or association [ ]  [ ]

A parish, Town, District, County or Unitary Authority [ ]  [ ]

A School, Further Education establishment or Primary Care Trust [ ]  [ ]

**If you answered YES to ANY of the above, please CONTINUE…**

**2. Does your organisation…** Yes No

Have no unmanaged debts or liabilities [ ]  [ ]

Have at least 3 unrelated or non-cohabiting members of your committee [ ]  [ ]

Have suitable governance controls to manage a grant from Sport England

 (e.g. regular committee meetings, financial reporting etc.) [ ]  [ ]

**If you answered YES to ALL of the above, please CONTINUE…**

**3. Are you looking for funding for…** Yes No

Revenue costs [ ]  [ ]

Activity focused on children under 14 [ ]  [ ]

An individual [ ]  [ ]

Activity that the state is legally obliged to provide (e.g. school curriculum) [ ]  [ ]

A used road vehicle [ ]  [ ]

Building, construction, refurbishment or land improvement [ ]  [ ]

A higher risk sport, where you are NOT affiliated to an appropriate [ ]  [ ]

National Governing Body. [ ]  [ ]

**If you answered YES to ANY of the above, your project may NOT be eligible for Get Equipped. Please contact us before applying. Otherwise, please CONTINUE…**

**4. Does your equipment request…** Yes No

Require a grant of between £300 and £10,000 [ ]  [ ]

Cost less than £50,000 in TOTAL [ ]  [ ]

Have a timescale of less than 12 months [ ]  [ ]

Aim to get more young disabled people or disabled adults playing sport regularly [ ]  [ ]

Focus on at least one of our recognised sports [ ]  [ ]

**If you answered YES to ALL of the above, please CONTINUE…**

**5. Can you…** Yes No

Describe how many people will use your equipment and how they will benefit [ ]  [ ]

Monitor the numbers using the equipment to show how successful it is [ ]  [ ]

Provide evidence that the equipment is needed [ ]  [ ]

Provide a clear and detailed budget [ ]  [ ]

Monitor expenditure to show that any grant is spent correctly [ ]  [ ]

**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.**