

Step by step guide on how to complete the ‘visits’ page of the application form

Introduction

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

The guidance below explains how to fill out each section of the ‘visits’ part of the form.

Step 1: Do people currently take part in sport at your project?

People Taking Part

Applications must show how the proposed investment will contribute to the following Sport England Strategy outcome of growing participation by disabled people.

Do people currently take part in sport at your project? *

If this project will involve entirely new sporting activities with new participants (rather than the expansion of sporting activities including existing participants) then you should answer 'No' to this question.

Yes No

Guidance

If you would like to download a PDF of a sample blank application form, please go to the 'Documents' section at the foot of the Inclusive Sport page of our website, available [here](#).

This section asks for details about how many people will benefit from your project.

Information about each question can be found in these Guidance Boxes but we strongly encourage you to view the Inclusive Sport pages of our website and read the

If your project will involve new and separate activities you should select ‘No’ in response to this question e.g. if you are going to set up a new club or put on new activities.

You should only answer ‘Yes’ in response to this question if it will not be possible to count the people taking part in the activity funded by this award separately from people that already take part e.g. if you are going to add extra capacity to existing sessions.

Step 2: How many people have taken part in sport at your project in the last 12 months, counting each person only once?

Yes No

Participants

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

How many people have taken part in sport at your project in the last 12 months, counting each person only once?*

	Aged 0-13	Aged 14-25	Aged 26+	Total
Male	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="100"/>
Female	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="100"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="200"/>	<input type="text" value="200"/>

strongly encourage you to view the Inclusive Sport pages of our website and read the Inclusive Sport Prospectus (under the 'Documents' section at the foot of the page).

The **People Taking Part** questions on this page are designed to give us a good indication of your targets. If you do not have accurate information for any of the figures then we will accept best estimates.

If your project will involve new and separate activities you should select "No" in response to the question asking if people currently take part in sport at your project. **You should only answer 'Yes' in response to this question if you are applying for funding to**

You will only be prompted to answer this question if you respond ‘Yes’ to the question at step 1, “Do people currently take part in sport at your project?”.

Enter the number of people in each age and gender category that have taken part in your project **over the last 12 months only**. The overall totals will be displayed in the grey

boxes based on the figures you enter in the white boxes for each category.

In the example shown in the screenshot above, a project had 100 male participants aged 26+, 100 female participants aged 26+, and no participants aged 0-13 or 14-25, giving a total of 200 participants altogether.

Step 3: Background

Total	0	0	200	200
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Background

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

	Number	% of Total
Disability / Limiting long term illness	40	20
No disability / No Limiting long term illness	160	80
Black / Other Minority Ethnic background	80	40
White	120	60

Disability and Ethnic Background

Target Figures: This should be the outcome you expect to achieve by the end of your project.

Participants Measure: This measures the number of people who you expect will participate and benefit from your project at least once during the course of the project.

Throughput Measure: This is the number of 'attendances' you expect at your project. As an example, if 20 people each attend 3 sessions a week for 6 weeks, the total number of 'attendances' would be 360 (20 x 3 x 6 = 360). This figure will very often be a lot higher than your Participants Measure.

This section collects disability and ethnicity breakdowns.

Please make sure the figures for each category add up to 100% e.g. in the example screenshot above the total proportion of people with no disability and the total proportion with a disability add up to 100%. Similarly the proportions from a white ethnicity and from a BME ethnicity add up to 100%.

If you enter a figure into the number column then the form will auto-calculate the percentage of total for you and vice versa, if you enter a percentage then the number will be automatically calculated.

Step 4: How many people will take part in sport at your project?

Targets: How many people will take part in sport at your project?*

The figures you enter below should be the cumulative number of individual people expected to take part in your project, keeping a 'running count' from the start of delivery of the sports activities enabled by Sport England funding.

Each participant should only be counted once however many times they might take part

You should enter figures for the number of years for which you are applying for funding by clicking and completing the relevant yearly tab (i.e. for a three year project you will need to complete the 'Year 1 Targets', 'Year 2 Targets' and 'Year 3 Targets').

Enter the cumulative totals you expect to have reached by the end of each year (i.e. the number of new participants for that year plus the total number of participants from the previous year). For example, if you hope 10 people will take part in year 1 and in year 2 five additional brand new people will take part, as well as the original 10 from year 1, the figure you enter for year 2 should be 15. This will show an increment of 5 in year 2.

	Year 1 Targets	Year 2 Targets	Year 3 Targets	Total	Increase
Male	0	0	125	125	125
Female	0	0	125	125	125
Total	0	0	250	250	250

Initial 'People Taking Part' question. There are two parts to this section; disability participation and ethnic background participation. This section may be optional but if you are able to supply breakdowns it would be useful for our project monitoring.

If you enter figures for either of these sections then make sure that they each add up to 100%. Enter either a 'Number' OR a '% of Total' figure and the form will auto-calculate the opposite for you.

You can explain the figures you have provided in more detail if you need to by using the 'Accompanying notes' box at the bottom of each measure.

Targets (People who will take part): These figures should be the outcome you expect to achieve by the end of your project. This measures the number of people who you expect will participate and benefit from your project at least once during the course of the project. If applicable, the number of new people you expect to start participating at your project each year should be added to the figures from the previous year to provide a 'running count' (e.g. if 10 people will take part in year 1 and 10 people will take part in

Step 4(a): Year 1 participants targets

This section collects participant target figures.

Enter the number of people in each age and gender category that you expect to take part at least once during the first year of your project. The overall totals will be displayed in the grey boxes based on the figures you enter in the white boxes for each category. In the example above, a project expects 125 male participants aged 26+, 125 female participants aged 26+, and no participants aged 0-13 or 14-25, giving a total of 250 participants altogether over the first year of the project.

This year one figures should not include any baseline figures but should include all participants who will engage with the project from the start of our funding.

Step 4(b): Year 2 participants targets



	Year 1 Targets	Year 2 Targets	Year 3 Targets	Total	Increase
	Aged 0-13	Aged 14-25	Aged 26+		
Male	0	0	250	250	125
Female	0	0	250	250	125
Total	0	0	500	500	250

Figures should be the outcome you expect to achieve by the end of your project. This measures the number of people who you expect will participate and benefit from your project at least once during the course of the project. If applicable, the number of new people you expect to start participating at your project each year should be added to the figures from the previous year to provide a 'running count' (e.g. if 10 people will take part in year 1 and 10 people will take part in year 2 (5 new participants, and 5 participants

You only need to complete this section if your project is due to run for more than one year.

If you plan for your project to run for two or more years then once you have input your targets for the first year, you should select the 'Year 2 Targets' tab (highlighted yellow in the screenshot above) and enter the total number of people that you expect will have taken part in your project at least once by the end of year 2. **This total should include anyone that will only take part in year 1** i.e. the number of new people you expect to start participating at your project in year 2 should be added to the figures from year 1 to provide a 'running count'.

In the example screenshots above, the year 1 total target is 250 (125 men and 125 women) and the year 2 total target is 500. This means that the project is expecting 250 people to take part in the first year and a further 250 new people in the second year, giving a total of 500 altogether over two years.

Step 4(c): Year 3 participants targets

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	Year 1 Targets	Year 2 Targets	Year 3 Targets	Total	Increase
	Aged 0-13	Aged 14-25	Aged 26+		
Male	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="375"/>	<input type="text" value="375"/>	<input type="text" value="125"/>
Female	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="375"/>	<input type="text" value="375"/>	<input type="text" value="125"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="750"/>	<input type="text" value="750"/>	<input type="text" value="250"/>

You only need to complete this section if your project is due to run for more than two years.

If your project is planned to run for three years then once you have input your targets for the second year, you should select the 'Year 3 Targets' tab (highlighted yellow in the screenshot above) and enter the total number of people that you expect will have taken part in your project at least once by the end of year 3. **This total should include anyone that will only take part in years 1 or 2** i.e. the number of new people you expect to start participating at your project in year 3 should be added to the figures from the previous year to provide a 'running count'.

In the example screenshots above, the year 3 total target is 750, the year two total target is 500 and the year 1 total target is 250. This means that the project is expecting 250 people to take part in the first year, a further 250 new people in the second year, and then a further 250 new people in the third year giving a total of 750 altogether over three years.

Step 4(d): Year 4 participants targets

	Year 1 Targets	Year 2 Targets	Year 3 Targets	Year 4 Targets	Year 5 Targets
	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="500"/>	<input type="text" value="500"/>	<input type="text" value="125"/>
Female	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="text" value="500"/>	<input type="text" value="125"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="250"/>

Participants Measure: This measures the number of people who you expect will participate and benefit from your project at least once during the course of the project.

Throughput Measure: This is the number of 'attendances' you expect at your project. As an example, if 20 people each attend 3 sessions a week for 6 weeks, the total number of 'attendances' would be 360 (20 x

You only need to complete this section if your project is due to run for more than three years.

If your project is planned to run for four years then you should input your targets for the fourth year in the same way as for the earlier years i.e. enter the total number of people that you expect will have taken part in your project at least once by the end of year 4.

Step 4(e): Year 5 participants targets

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... Please remember to ensure the age groups do not total the total of your project

	Year 1 Targets	Year 2 Targets	Year 3 Targets	Year 4 Targets	Year 5 Targets
	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="625"/>	<input type="text" value="625"/>	<input type="text" value="125"/>
Female	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="625"/>	<input type="text" value="625"/>	<input type="text" value="125"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1250"/>	<input type="text" value="1250"/>	<input type="text" value="250"/>

You only need to complete this section if your project is due to run for more than four years.

If your project is planned to run for five years then you should input your targets for the fifth year in the same way as for the earlier years i.e. enter the total number of people that you expect will have taken part in your project at least once by the end of year 5.

Step 4(f): Participants background

	Year 1 Targets	Year 2 Targets	Year 3 Targets	Year 4 Targets	Year 5 Targets
	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="625"/>	<input type="text" value="625"/>	<input type="text" value="125"/>
Female	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="625"/>	<input type="text" value="625"/>	<input type="text" value="125"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1250"/>	<input type="text" value="1250"/>	<input type="text" value="250"/>

Background

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

	Number	% of Total
Disability / Limiting long term illness	<input type="text" value="125"/>	<input type="text" value="10"/>
No disability / No Limiting long term illness	<input type="text" value="1125"/>	<input type="text" value="90"/>
<hr/>		
Black / Other Minority Ethnic background	<input type="text" value="500"/>	<input type="text" value="40"/>
White	<input type="text" value="750"/>	<input type="text" value="60"/>

Participants Measure: This measures the number of people who you expect will participate and benefit from your project at least once during the course of the project.

Throughput Measure: This is the number of 'attendances' you expect at your project. As an example, if 20 people each attend 3 sessions a week for 6 weeks, the total number of 'attendances' would be 360 (20 x 3 x 6 = 360). This figure will very often be a lot higher than your Participants Measure.

Disability and Ethnic Background Percentage (%) Figures: There are two measures in this section: disability participation and ethnic background participation. This section is optional but if you are able to supply breakdowns it would be useful for our project monitoring.

If you enter figures for either of these measures then make sure that they each add up to 100%. Enter either a 'Number' OR a '% of Total' figure and the form will auto-calculate the opposite for you.

This section collects expected disability and ethnicity breakdowns **for each target year of participants.**

Please make sure the figures for each category add up to 100% e.g. in the example screenshot above the total proportion of people with no disability and the total proportion with a disability add up to 100%. Similarly the proportions from a white ethnicity and from a BME ethnicity add up to 100%.

If you enter a figure into the number column then the form will auto-calculate the percentage of total for you and vice versa, if you enter a percentage then the number will be automatically calculated.

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Step 5: How many times did people take part in sport at your project in the last 12 months?

Throughput

This section will tell us the number of times that individuals will participate in sport at your project. This is known as throughput, or 'attendances'.

Baseline Figures

How many times did people take part in sport at your project in the last 12 months?*

This 'Baseline' throughput figure is the total number of attendances for the past 12 months.

Baseline - Last 12 months

This section collects information about throughput or 'attendances'.

You will only be prompted to answer this question if you respond 'Yes' to the question at step 1, "Do people currently take part in sport at your project?"

Enter the number of times that people have taken part in your project over the last 12 months. Every attendance counts as one, so in the example above a throughput figure of 2,000 would mean that the 200 people that have taken part in the project over the last 12 months have attended an average of ten times each.

Step 6: How many times will people take part in sport at your project?

Targets: How many times will people take part in sport at your project?

The figures you enter below should be the number of instances people come along and take part in sport at your project, keeping a 'running count' from the start of delivery of the sports activities enabled by Sport England funding.

Every attendance counts as one (i.e. two participants attending 10 times each will give a throughput figure of 20).

You should enter targets for the number of years for which you are applying for funding.

Enter the cumulative totals you expect to have reached by the end of each year (i.e. the number of attendances for that year plus the total from the previous year).

Total Target at end of Year 1 *

Total Target at end of Year 2

Total Target at end of Year 3

Enter the number of times that people are expected to have taken part in your project by the end of each year i.e. the figures should give a 'running count' of what is expected from the start of delivery of the sports activities enabled by the funding. The year one figures should not include any baseline figures but should include all activity from the start of our funding.

Every attendance counts as one, so in the example above a throughput figure of 2,500 for year 1 would mean that the 250 people that are expected to take part in the project over the first year would attend an average of ten times each.

You should enter targets for the number of years for which you are applying for funding.

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If your project is planned to run for two or more years then the figure you should enter in the year 2 box is the total number of attendances that you expect will have taken place by the end of year 2 i.e. **the number of new attendances you expect in year 2 should be added to the total from year 1 to provide a 'running count'** for the project as a whole. If your project will run for less than two years then you should leave the year 2 total as zero.

In the example above the year 1 target is 2,500 and the year 2 target is 5,000. This means that the project is expecting 2,500 attendances in year 1 and 2,500

attendances in year 2, giving a total of 5,000 attendances altogether by the end of year 2.

If your project is planned to run for three or more years then the figure you should enter in the year three box should be the total number of attendances that you expect will have taken place by the end of year 3. If your project will run for less than three years then you should leave the year 3 total as zero. This same approach should be followed for each subsequent year that your project will run.

Applicants are expected to provide throughput targets for the same number of years that they provide participants targets.

Step 7: How will you collect the measurement information, and who will be responsible for it?

How will you collect the measurement information, and who will be responsible for it?^{*}
If you need to estimate the figures, please explain the basis on which you calculated your estimate. There are some notes in the guidance opposite to help you.

Please use this box to explain how you will collect information on the number of people and the number of attendances for your project.

The usual way of collecting information on the number of people that take part in a project at least once is to have some sort of registration process that enables you to record each new person that joins.

The usual way of collecting information on the number of attendances is through session registers, headcounts at sessions or 'clicks' through a turnstile.

Some figures may have to be estimated if they cannot be collected directly.

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Step 8: Project start and end dates



When will your project start ? (dd/mm/yyyy)*	<input type="text" value="28/10/2013"/>
When will your project finish ? (dd/mm/yyyy)*	<input type="text"/>

Please ensure your project start date is no sooner than 12 weeks from the date of submitting your application. Projects should be delivered within a three year period although we will consider timescales of up to five years.

Worked Example

If your delivery is expected to result in the following participant and throughput numbers:

	Participants	Throughput
Year 1	100 people taking part	800 attendances altogether (100 people taking part an average of 8 times each)
Year 2	100 people taking part altogether 50 new people 50 people that also took part in y1	800 attendances altogether in y2 (100 people taking part an average of 8 times each in y2)
Year 3	100 people taking part altogether 50 new people 50 people that also took part in y1 or y2	800 attendances altogether in y3 (100 people taking part an average of 8 times each in y3)

Participants Targets

	Correct Participants Target (Running Count)	Incorrect Participants Target (Annual Totals)	Explanation
Year 1	100	100	100 people taking part in y1
Year 2	150	100	100 people from y1 plus 50 new people in y2 gives 150 total target by end of y2
Year 3	200	100	150 people from y1 and y2 plus 50 new people in y3 gives 200 total target by end of y3

It is crucial that the participant target figures provide a ‘running count’ of the total number of people you expect to have taken part from the beginning of your project until the end of the relevant year. It is a common mistake to just count the total number of people you expect to take part in each year separately.

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Throughput Targets



	Correct Throughput Target (Running Count)	Incorrect Throughput Target (Annual Totals)	Explanation
Year 1	800	800	100 people taking part an average of 8 times each
Year 2	1,600	800	800 attendances in y1 plus another 800 attendances in y2 (100 people taking part an average of 8 times each in y1 and the same again in y2)
Year 3	2,400	800	800 attendances in y1 plus another 800 attendances in y2 plus another 800 attendances in y3 (100 people taking part an average of 8 times each in y1 and y2 and y3)

It is crucial that the throughput target figures provide a 'running count' of the total number of attendances you expect to have taken place from the beginning of your project until the end of the relevant year. It is a common mistake to just put the total number of attendances that you expect in each year separately.