



# SPORT ENGLAND: SMALL GRANTS GUIDE

APRIL 2017



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# INTRODUCTION

**OUR SMALL GRANTS PROGRAMME MAKES AWARDS OF BETWEEN £300 AND £10,000 TO NOT-FOR-PROFIT ORGANISATIONS THAT CAN CONTRIBUTE TO OUR STRATEGY TOWARDS AN ACTIVE NATION**

The information in this guide will provide everything you need to know about the programme – but if you need any assistance please contact us on: 03458 508 508 or email at: [funding@sportengland.org](mailto:funding@sportengland.org).

## KEY FACTS

- Value 2016-17: £6.5m
- Awards from £300 to £10,000
- Projects supporting our Towards and Active Nation strategy
- Open to not-for-profit organisations

# WHO CAN APPLY?

**BEFORE YOU CONSIDER APPLYING FOR A GRANT, YOU NEED TO BE SURE THAT YOUR ORGANISATION AND YOUR PROJECT ARE ELIGIBLE FOR A SMALL GRANTS AWARD**

Our Small Grants programme will only fund formally constituted not-for-profit organisations and statutory bodies. This might include sports clubs, voluntary organisations, local authorities, schools or governing bodies of sport.

We will not fund an individual, a sole trader or partnership, organisations established to make profit or organisations not established in the UK.

You will need to have a written constitution or governing document which contains a clear not-for-profit statement and charitable dissolution clause. Your application and supporting documents should show us that your organisation is appropriately governed. If your application is successful, you will have to show that you meet Tier 1 of the [Code for Sports Governance](#) before any payment will be made.

If your organisation is a branch of a larger organisation, you should confirm that you are independent of them before you apply.

If you don't have your own committee, bank account and constitution, you will need the support of your parent organisation, which must accept overall responsibility for the award.





# WHAT WE WANT TO FUND

## OUR STRATEGY, SETS OUT OUR VISION FOR THE SPORT AND PHYSICAL ACTIVITY SECTOR

We want everyone in England regardless of age, background or level of ability to feel able to engage in sport and physical activity. Some will be young, fit and talented, but most will not. We need a sport sector that welcomes everyone, meets their needs, treats them as individuals and values them as customers.

Our Small Grants programme will focus funding on adults and young people aged 14 or over. Projects working with mixed age groups may be considered if there is a particular focus on people aged 14 plus.

We want to fund eligible organisations that get more people engaged in sport and meet one or more of the aims in our strategy, which are to:

- Get inactive people to become more active
- Develop more resilient sporting habits
- Lead to more positive attitudes among young people
- Develop more diverse volunteers
- Improve progression and inclusion in talent development

## YOUR PROJECT MUST ALSO:

- Request a sum between £300 and £10,000 and total project costs must not exceed £50,000
- Be deliverable in a 12-month period from the date of our award letter
- Be focused on sports that are recognised by Sport England. [Find the full list of sports that we recognise\\*](#)
- Be delivered to beneficiaries based in England
- Have a start date that is at least eight weeks after submission of your completed application and supporting documents
- Provide a new activity that delivers sport and physical activity benefits or one that shows a clear expansion on existing activity.

\* Please note that for sports that Sport England deems higher risk, appropriate affiliation to the national governing body will be required. Please call 03458 508 508 if you are unsure whether your sport fits this criterion.

# WHAT WE WILL NOT FUND

**THE FOCUS OF THE PROJECT SHOULD BE THE PROBLEM YOU ARE TRYING TO SOLVE AND THE DIFFERENCE THAT OUR FUNDING WILL MAKE – NOT WHAT YOU NEED TO BUY TO MAKE THAT DIFFERENCE HAPPEN**

## THERE ARE SOME COSTS THAT WE WILL NOT FUND:

- **Replacement of equipment.** We may fund extra equipment if it produces new sporting benefits and if you can demonstrate clearly why it is needed
- **Items which only benefit an individual.** This may include bursaries or kit and equipment that is not shared. We may fund playing kits for new teams or for teams that have not had a kit. We are unlikely to fund kit for training or coaches and other items of clothing
- **Salaries.** We may fund coaching costs or fixed term positions needed to meet a specific project requirement. But funding of coaches must be clearly additional to usual club expenditure and they must be appropriately qualified
- **Used road vehicles**
- **More than £10,000 to the same organisation.** This applies to organisations receiving up to £10,000 in any 12-month period from the date of our award letter
- **Activities that the government has a legal obligation to fund.** This may include sport sessions that take place in school during curriculum time. We also cannot fund any previously state-funded activity or replace state funding where it is due to end. [Please see our website for our full additionality statement](#)
- **Projects involving construction or refurbishment of property.** We will also not fund the erection of temporary buildings or land improvement work e.g. drainage, resurfacing of playing surfaces, laying of artificial surfaces or installation of irrigation systems. Such a project may be eligible under our [Community Asset Fund](#)
- **Fixed items of equipment.** This may include goals and nets that cannot be easily removed. We also cannot fund fixed equipment which may require planning permission or may impact on any lease. Such a project may be eligible under our [Community Asset Fund](#)

- **Projects that take place or incur costs before the date of the offer letter.** This includes any form of deposits and costs associated in submitting the application
- **Contingency costs and VAT you can recover**
- **Projects involving travel to another country.** We won't fund travel to another country where a similar sporting benefit can be gained in England
- **Sponsorship, endowments or loan repayments**
- **Cricket.** We will not fund any item covered by Get the Game On, a programme supporting grassroots cricket opportunities funded by the English Cricket Board. Find out more about [Get the Game On](#)
- **Football-only projects.** The [Football Foundation](#) run a number of schemes to support affiliated football clubs. We are unlikely to fund any project focused on any project that is currently eligible for a Football Foundation grant.

## FUNDING FOR EQUIPMENT

Our Small Grants programme can fund equipment that will help you get people active and playing sport – but your application should focus on the difference the equipment makes. We view equipment as a means to achieving an outcome, so any application for equipment should explain why it is needed to deliver that outcome.

We are unlikely to fund any equipment that replaces items you either currently have or have had access to within the last five years. We could potentially fund an upgrade to an existing piece of equipment if it enables additional outcomes to be delivered. For example, if your team progresses to a higher league and it requires you to have a certain pieces of equipment in place.

## DEMONSTRATING BEST VALUE

For any purchase, such as hiring coaches or buying equipment, we encourage you to get prices from a selection of suppliers to ensure you are getting the best possible price.

If your application includes any single item with a value of £5,000 or greater, we will require you to submit three quotations from different suppliers along with your application. Your organisation should ensure it effectively manages any conflict of interest between trustees/directors or members of your organisation and suppliers of goods and services.

# PREPARING YOUR APPLICATION

**THERE ARE VARIOUS ASPECTS TO CONSIDER WHEN PREPARING YOUR APPLICATION, INCLUDING GATHERING THE RELEVANT SUPPORTING DOCUMENTS AND REGISTERING YOUR ORGANISATION**

When you have checked that your organisation is eligible to apply and your project meets our funding criteria, you should consider the following steps:

- > Plan your project
- > Gather your information
- > Register on-line
- > Complete your application

## PLAN YOUR PROJECT

Grant applications are more likely to be successful if they can show the project has been carefully thought through. We will assess your application against four key questions, so you should consider whether:

- You understand why the project is needed
- You know what impact your project will have. For example, the number of people who will benefit and the number of times they will take part
- You know how you will deliver the project and measure its success
- You can sustain the benefit of the project beyond the life of the grant

## GATHER YOUR SUPPORTING DOCUMENTS

For non-statutory organisations, you will need to include copies of the following with your application:

- Governing document/constitution
- Most recent financial accounts – if you are a new organisation, please submit a three-year income and expenditure forecast
- Last three bank statements – if you are a new organisation, please provide evidence that you have a bank account
- Safeguarding Policies (if relevant to your project)

These documents should all be in the name of your organisation. These documents can either be uploaded when completing your application, emailed to: [funding@sportengland.org](mailto:funding@sportengland.org) (remember to include your unique reference number) or sent by post to:

SportPark, 3 Oakwood Drive,  
Loughborough, Leicestershire  
LE11 3QF

You can also include photographs, letters of support or other documents you feel may help explain why your project is needed – but please only include documents that directly relate to your project.

## REGISTER YOUR ORGANISATION

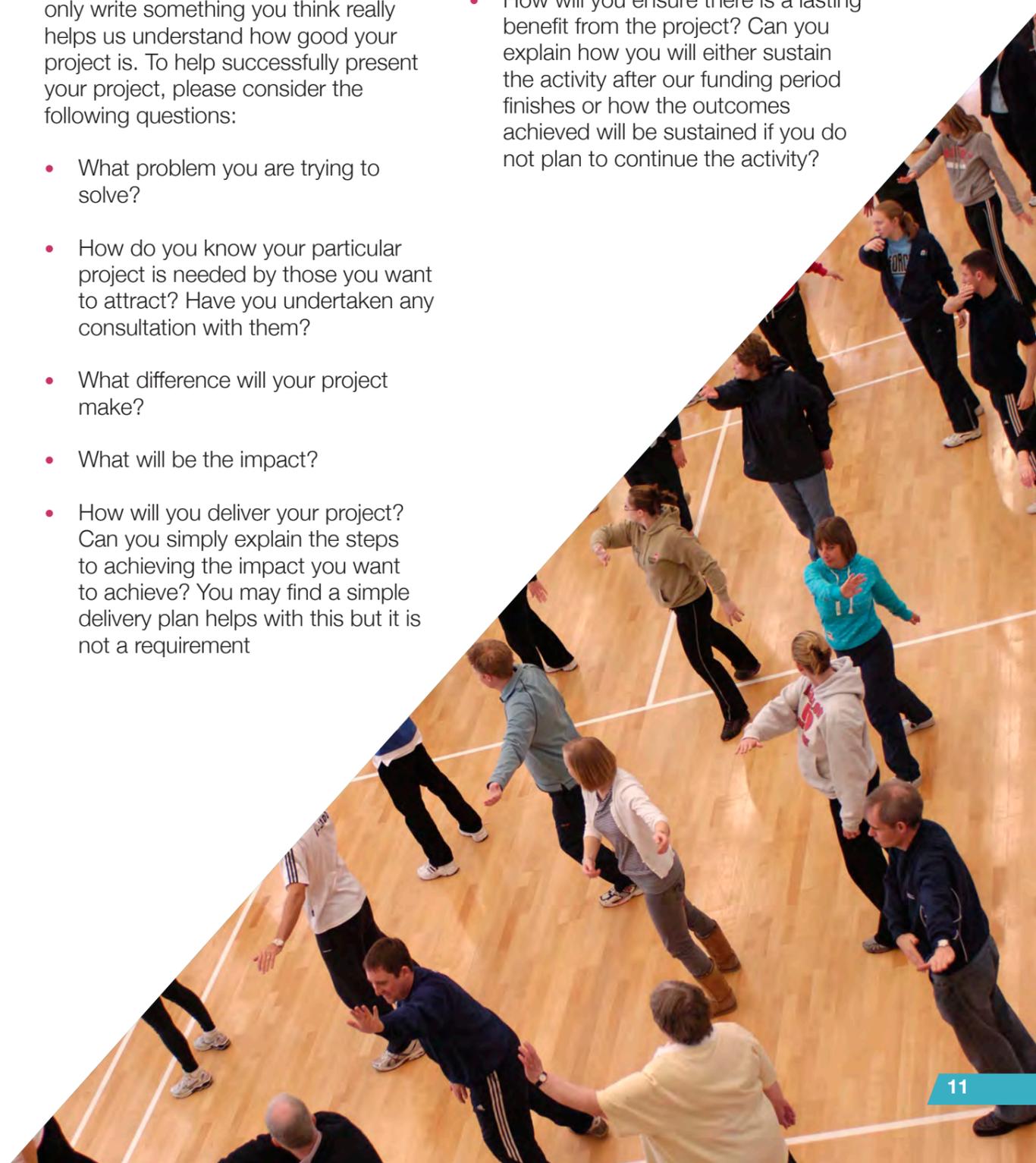
If you have not applied before, you will need to register your organisation before you can start an application. Go to the [Funding page](#) of our website and click “Apply now”.

## COMPLETE YOUR APPLICATION

We are looking for the best projects, not the best applications, and you should only write something you think really helps us understand how good your project is. To help successfully present your project, please consider the following questions:

- What problem you are trying to solve?
- How do you know your particular project is needed by those you want to attract? Have you undertaken any consultation with them?
- What difference will your project make?
- What will be the impact?
- How will you deliver your project? Can you simply explain the steps to achieving the impact you want to achieve? You may find a simple delivery plan helps with this but it is not a requirement

- Does your organisation have the right skills and experience to deliver the project? If not, who will you work with to help?
- Will you be able to measure the results of your project? You will need to report on the success of your project if we provide funding, so you should consider how you will be able to do this
- How will you ensure there is a lasting benefit from the project? Can you explain how you will either sustain the activity after our funding period finishes or how the outcomes achieved will be sustained if you do not plan to continue the activity?



# AFTER YOU HAVE APPLIED

**ONCE YOU HAVE SUBMITTED YOUR APPLICATION, WE WILL CHECK IT IS COMPLETE AND THAT YOU HAVE SENT ALL THE SUPPORTING DOCUMENTS WE NEED**

If anything is missing or we need some further information, we will contact you to request it.

Once everything is in place, we will assess your application. We do this in two stages. The first is to check if your organisation and project are eligible for funding. If it is not, unfortunately we will not consider the quality of your project further.

For all eligible projects, we aim to provide a funding decision as quickly as possible. Usually this takes no more than eight weeks from the date you submit your application.

Please be aware that our Small Grants programme has limited funds and we sometimes have to turn down eligible and potentially fundable projects simply because we don't have enough money to support everything we would like to.

If we don't fund your project, we will provide written feedback to you.

# IF YOU ARE SUCCESSFUL

**IF YOU ARE OFFERED AN AWARD, YOU WILL RECEIVE AN AWARD AGREEMENT THAT STATES THE PURPOSE OF THE AWARD AND CONTAINS OUR TERMS AND CONDITIONS**

It will also contain various forms that you will need to fill in to accept and claim your award.

Please read your award letter carefully and keep it safe for future reference. Your grant is intended specifically for the project you have applied for, and any proposed changes should be discussed with us in advance.

You should pay particular attention to keeping all receipts and evidences of expenditure. Payments for goods and services for the project should be made, wherever possible, from the organisation's bank account as we may request bank statements to verify claims for payment.

## CONTACT US

If you are unsure of anything in this guide or need any other information, please call us on:  
03458 508 508  
or email at:  
[funding@sportengland.org](mailto:funding@sportengland.org).





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