

TACKLING INACTIVITY AND ECONOMIC DISADVANTAGE

SMALL AWARD GUIDANCE DOCUMENT

Introduction

Sport England has set aside 5% from the overall £3m budget of Tackling Inactivity and Economic Disadvantage funding for small awards between £1,000 and £10,000.

We have made the application process for these small awards as simple and straight forward as possible, so this guidance document has been written to guide you through the process.

Rather than working through the two-stage process that applicants for larger awards will be using, organisations applying for a small award should instead use the Small Grants application form on our [funding portal](#).

This is a one-stage application process, but to be eligible applicants will need to demonstrate how they will contribute towards the funding principles outlined in the [Tackling Inactivity and Economic Disadvantage prospectus](#).

In your application, we will want you to tell us a few key things:

- How your organisation is set up and run
- Who will be in charge of the project, and how we can get in touch with them
- What the project will involve, and how it will support inactive people from lower socio-economic groups* and help change lives for the better.
- The number of people who will benefit
- How much money you need (between £1k - £10k) and what you plan to spend it on.

To give you the best chance of success, this guide has been written to help you put together the information you need for a good application.

Eligibility

To be able to apply for the Tackling Inactivity and Economic Disadvantage funding, you will need to be eligible to receive Lottery funding (please see the 'Who can apply for funding' question on the [Funding FAQs page on our website](#) for more details) and be able to demonstrate that you meet the Tier 1 requirements that are outlined in our [Code for Sports Governance](#).

We are looking for ideas to tackle inactivity amongst lower socio-economic groups, but there are some costs that our small awards will not be able to fund:

- The general running costs of your organisation or salaried positions, unless they are additional to your existing activity and directly related to the delivery of the project
- A service or project which is already running or where funding has recently been withdrawn, unless it adds value to what's already being delivered
- Projects we've funded before, or one-off events
- Goods or services purchased before an award is made
- The purchase of motor vehicles
- Construction or up-keep costs for a building or facility.
- Items that can only benefit an individual
- Activities that focus on promoting religious beliefs
- Sponsorship, endowments, or loan repayments

* The definitions of inactivity and low socio-economic groups are outlined on pages 18-21 of our [Prospectus](#).

- Contingency costs and VAT you can recover
- Foreign trips.

If you have any specific questions on eligibility or the Code for Sports Governance, please contact our funding team on 0345 8508 508.

Preparing your application

Grant applications are more likely to be successful if the project has been carefully thought out and can be clearly described. The [Tackling Inactivity and Economic Disadvantage prospectus](#) outlines what the funding is looking to achieve, so we recommend that you read this document carefully to both check that your organisation and project is eligible and to help you include all the information we require.

You can also download a copy of the Small Grants application form [here](#) to help you prepare your answers.

Gather your essential documents

Before you start your application, you should check you have the documents listed below as these help us find out how your organisation is set up and run:

- The governing document or constitution of your organisation
- Your most recent set of accounts (if you are a new organisation, or if you do not have any accounts, you will need to send us a three-year income and expenditure forecast)
- Three recent bank statements for an account in the same name as the organisation (if you have only just set up an account, or if you do not have any statements, send us a letter from your bank that confirms the account details)
- Your Safeguarding policy if your project will involve working with young people and children under the age of 18 or vulnerable adults.

These can all be sent to us electronically with your application.

Register your organisation

When you are ready to write your application, go to the 'Funding' section of our website and click on 'Apply Now'. This will take you to a log-in page for our online application system. [Click here to go directly to that page.](#)

If your organisation has never applied to us before, then you will need to register your organisation with us. Click on the link a few lines below the 'Username' and 'Password' boxes to go to the registration page and fill in your details. When you complete this form, make sure that your organisation name matches the name of your organisation as it is written in your governing document. Once you have registered, we will send you a password that you can then use to access the application system.

Writing your application

Once logged-in, you will need to set up a Small Grants application. Select 'Small Grants' from the 'New applications' drop-down menu and click 'Start'. You will then need to work through the 'Before You Start' page – click on the gold number 1 next to 'Before You Start', and then read through and tick each of the statements before clicking on 'Continue'. Then click on the gold number 2 next to 'Applications Form'.

Once in the application itself, work through each of the sections until each one is marked Green at the top of the page. Use the guidance notes on the side of the page for help. If you get stuck then you can call our funding helpline for support on 03458 508 508.

Organisation

This section asks for information about your organisation to help us determine if you are eligible to receive Lottery funding. We'll also use the documents you send with your application to make this decision, but this page captures some more detail about your organisation and the people who help to run it.

We also ask for contact details of an independent referee – we would recommend listing a point of contact you have at a support organisation you use, such as your local Voluntary Action/Community Service Volunteers, or a National Governing Body who knows about your organisation and what you do.

Contacts

This section asks for contact details of two people at your organisation who are in charge of the project. The two people should be unrelated and living at different addresses, and should ideally hold positions of responsibility at your organisation. A good example would be your chairman, treasurer, team leader, or head coach.

Please make sure these two people are aware of the application and would be able to talk about the project if we contact them.

Project

Project Title

To make sure we can identify all organisations like yours that are applying for a small award from the Tackling Inactivity and Economic Disadvantage funding, we need you to include 'TIED' at the beginning of your project title - for example, '**TIED – Community development project**'. This will help us to identify your project from applications to the Small Grants programme.

You will then need to complete a short summary of your project – explain what your project is seeking to achieve, and how your project will increase levels of activity in lower socio-economic groups? How will this funding help you do that?

Use the guidance notes on the side of the page to help you complete the rest of this section, but we will want to know what sports are involved, and where your organisation is located.

Description

This section asks you to describe the project in more detail and gives us the key information we need to assess your application.

Why is your project needed?

This is your opportunity to tell us why your project needs to happen and to talk about any problems you have identified that will be addressed by the project.

It is also useful to include some information about your organisation and your track record of working with lower socio-economic groups. Explain how your experience has shaped your project idea.

If you have consulted with your community, it is useful to tell us this and what that consultation identified.

What difference will your project make?

Here we are asking about the goals and objectives of the project – what are the main things you want to happen if everything goes well, and how do they align with the key principles of the fund? We want to support projects that will target and engage inactive people from lower socio-economic communities, so talk about any goals you have that might achieve this.

You should also talk about any long-term changes your project will bring about, and explain how these will be sustained beyond the term of the project.

Strong applications will be very clear about what will be achieved and the difference our funding will make.

How will you make your project happen?

We want to know about the tasks that need to be completed for the project to be a success. Who needs to do what (and when) for the project to be a success?

The level of detail you need to provide will vary depending on the complexity of the activity you are planning, but we want to know as much as possible about what will happen and that everything has been planned thoroughly.

If you have written a project plan then that will be a good starting point for talking about this – pick out the key tasks and explain how they will happen. You can include the plan with your application.

What will happen after this project ends?

Here we want to know how our funding will help to support the sustainability and growth of your organisation and this project. How do you see your organisation progressing over the next few years, and how will this project help you achieve that?

We want to support projects that will have a lasting impact on participation, so talk about any goals you have that are related to the long-term sustainability of the project.

Will you work with anyone else to make your project happen?

Strong projects will look to set up partnerships with other agencies and networks in the local area, and make use of those partnerships to help develop the organisation and the project. Are there any partnerships you have in place already that will help you deliver this project? If not, are you planning on developing any new partnerships that could help you deliver this project?

Visits

This section of the application form asks about the number of people who will take part in the project. We want to know how many inactive people will participate in the project once it is up and running – use the guidance notes on the side of the page to help you complete the figures and explain how you have calculated them.

Budget

The budget section is important for explaining how your project costs have been calculated. Try and be as specific as you can as it helps us to understand how our funding will be used.

Although the maximum amount you can apply for is £10,000, there is no upper limit on the size of your project.

There is also no requirement to have secured any partnership funding, but you should also detail any funding coming from other sources, including in-kind funding from your partners or your own organisation.

Please use the guidance notes on the side of the page for help when completing the form, but if you have any questions please phone the funding helpline for guidance on 03458 508 508.

After you have applied

Once you have submitted your application and sent us all your supporting documents, we will assess your project. We may need to contact you if we have some questions and we would typically do this by email. We will then let you know if you have been successful in early January 2018.

If you are successful

If you are offered an award, you will receive a pack stating the purpose of the award and containing the terms and conditions of the grant. 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.

Before we can pay your award, you will need to send us:

- Your completed Acceptance and Claim Form – to be returned within one month
- Your completed Referee Declaration Form – completed by the same referee as detailed in your application form
- Your completed Bank Details Form – your account must be in the same name as on your governing document
- A copy of your most recent bank statement
- Evidence of compliance with any specific conditions within your award letter.

If you have any questions whilst you are completing your application, then please call our funding helpline on 03458 508 508 for support. You can also email us at LSEG@sportengland.org.

We wish you the best of luck with your application.