



**SPORT ENGLAND:
SMALL GRANTS GUIDE**



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INTRODUCTION

OUR SMALL GRANTS PROGRAMME MAKES AWARDS OF BETWEEN £300 AND £10,000 TO NOT-FOR-PROFIT ORGANISATIONS TO HELP MORE PEOPLE GET INVOLVED IN SPORT AND PHYSICAL ACTIVITY

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 funding@sportengland.org.

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

You can apply if your organisation is a not-for-profit voluntary or community club or organisation, registered charity, not-for-profit company or community interest company. Other social enterprises, schools or statutory bodies are also eligible.

If your application is successful, you will need to provide us with your organisation's written constitution or governing document which needs to contain a clear not-for-profit statement and charitable dissolution clause.

We will not fund:

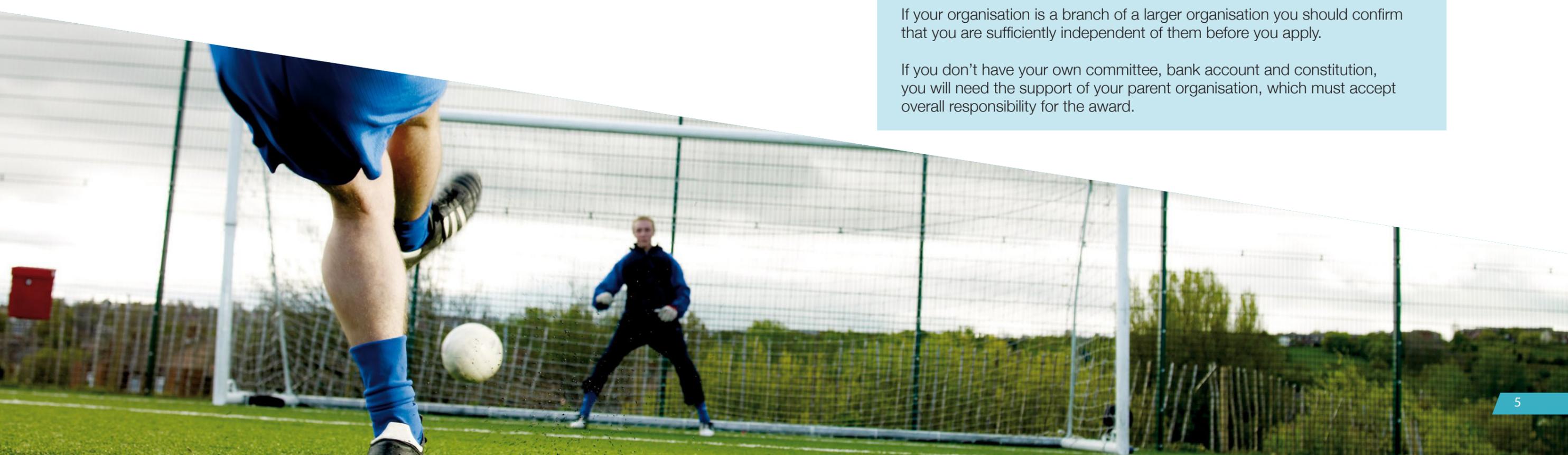
- Individuals or sole traders
- Organisations established to make profit for private distribution
- Organisations not established in the UK
- Applications made by one organisation on behalf of another (unless applying on behalf of a partnership)

Your organisation will also need to show that it is appropriately governed and you will have to show that you meet Tier 1 of the [Code for Sports Governance](#).

If you do not currently meet the above requirements you can apply, provided your organisation is prepared to make any changes prior to us making a payment to you.

If your organisation is a branch of a larger organisation you should confirm that you are sufficiently 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 background or level of ability, to feel able to engage in sport and physical activity. We need a sport sector that welcomes everyone, meets their needs, treats them as individuals and values them as customers.

The Small Grants programme aims to support this by offering funding to projects involving adults and young people aged 14 or over, which meet one or more of the aims of our 'Towards an Active Nation' strategy:

- Getting inactive people to become more active

- Developing lasting sporting habits
- Creating more positive attitudes among young people
- Developing more diverse volunteers
- Improving progression and inclusion among the most talented

Projects working with young people should be predominantly aged 14 and above but we are happy to consider projects where a proportion of under 14s will benefit.

YOUR PROJECT MUST ALSO:

- Request funding for up to £10,000 for your project. We may make slightly larger awards in exceptional circumstances only
- Be up to three years in duration
- Be delivering a sport or activity that is recognised by Sport England. [Find the full list of sports that we recognise*](#)
- Be delivered to beneficiaries based in England
- Not have a start date sooner than eight weeks from the day you submit your application and supporting documents as we aim to get you a decision within eight weeks
- Be offering a new activity or one that shows a clear expansion on what you currently offer

* 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 COST WE WON'T FUND

THE FOCUS OF THE PROJECT SHOULD BE THE PROBLEM YOU ARE TRYING TO SOLVE AND THE DIFFERENCE THAT OUR FUNDING WILL MAKE

WHILE YOUR BUDGET SHOULD INCLUDE WHAT YOU NEED TO ADDRESS THAT PROBLEM, 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. We are unlikely to fund any equipment that replaces items you either currently have, or have had access to within the last five years
- **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 previously had a kit. We are unlikely to fund kit for training or coaches
- **Salaries.** We may fund coaching costs or fixed term positions needed to meet a specific project requirement. Coaching costs must be clearly additional to usual club expenditure and they must be appropriately qualified
- **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**
- **More than £10,000 to the same organisation in a 12-month period.** A project may last up to three years but the organisation can only receive up to £10,000 in the 12 months from the date of the grant offer letter
- **Projects covered by other Sport England funded schemes.** Sport England funds a number of grant schemes through National Governing Bodies e.g. the England Cricket Board's 'Get the Game On' and Football Foundation's small grants programme

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 of expenditure 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.

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** - what problem are you trying to solve and what evidence do you have that your project is wanted by those who will benefit?
- **You know what impact your project will have** - do you know how many people will benefit, the number of times they will take part and the difference the project will make to those people? E.g. consider whether it will improve their physical and mental wellbeing

- **You know how you will deliver the project and measure its success** - how the things you want us to pay for will lead to the change you want to make. Identify any partners you will work with and their role in delivering the project. If you have a project delivery plan, please attach that to your application
- **You can sustain the benefit of the project beyond the life of the grant** - will the project provide a lasting benefit? If you want to carry on the activity, consider how you will raise funds to do to

GATHER YOUR SUPPORTING DOCUMENTS

While we can consider your application with just your application form we will only be able to make a final decision to pay an award when we have the following documents:

- 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 and can either be uploaded when completing your application, emailed to: 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. Focus on the criteria detailed above and use the guidance available by clicking on the '?' icon next to each question on the application form for more assistance.



AFTER YOU HAVE APPLIED

ONCE YOU HAVE SUBMITTED YOUR APPLICATION, WE WILL CHECK TO SEE THAT YOUR PROJECT IS ELIGIBLE

If you have submitted your supporting documents we will also check these to ensure your organisation is eligible to hold an award.

If either your project or organisation is not eligible, then we will not consider the quality of your project further.

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.

We may need some additional information from you, in which case we will contact you with out questions.

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 directly from the organisation's bank account (i.e. not by cash), as we may request bank statements to verify claims for payment.

CONTACT US - WE ARE HERE TO HELP

If you are unsure of anything in this guide or need any other information, please call us on:
0345 850 850
or email:
funding@sportengland.org





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