

The Inspired Facilities Application Guide



PREVIOUS FACILITY



NEW FACILITY



REFURBISHED FACILITY

NEW FACILITY



What is Inspired Facilities?

Inspired Facilities is focused on making it easier for local community and volunteer groups to improve and refurbish sports clubs or transform non-sporting venues into modern grassroots sport facilities. Tired, worn out, old facilities make it harder for people to start or keep doing sport. They can also be more expensive to run and difficult to maintain. The Inspired Facilities fund could help you refurbish or upgrade your sports facility; or convert an existing building into a venue suitable for sport and accessible to the whole community.

- Through Inspired Facilities we will invest in most types of improvement or refurbishment work that will help you develop sport in your local area.
- Grants are available from £20,000 to £75,000 (up to £150,000 for statutory bodies) for any organisation eligible to receive Lottery funding. Your application should show how your project will keep and, ideally, attract more people to sport and that your project is needed and wanted by the local community.

This guide should be read in conjunction with the ***Inspired Facilities Catalogue*** which has more detail on costs for your project, along with typical projects that might help you budget for your work.

Who can apply?

Any organisation eligible to receive Lottery funding who has the appropriate security of tenure on the land on which the proposed project will sit can apply. This includes sports clubs, charities and other community and voluntary organisations, parish and town councils, local authorities, educational establishments and other statutory organisations. Please click on the following link for more information <http://www.sportengland.org/funding/funding-faqs>

We may, on rare occasions, fund for-profit organisations but only where it is clear no private gain can be obtained from Lottery funds and where the private sector can show it is providing sport that is not provided by the voluntary or statutory sector.

We will not fund individuals, limited liability partnerships or any organisation that cannot demonstrate appropriate governance.

Security of Tenure

To be eligible to apply you must either own the freehold interest or have a sufficient leasehold interest in the land involved in your project. To demonstrate this, you must supply a copy of your leasehold or freehold document with your application. If, after reading the detail below, you are unsure if you meet our requirements and would like to discuss this further, please contact our funding helpline on 08458 508 508

1. Whether you have a freehold or leasehold interest, the name registered at the Land Registry as the owner of the land affected by your project must reflect the name that appears on your governing documents. In some instances, a lease may be made to the trustees of your organisation in which case the trustees may well be the proper applicant, rather than the organisation itself;
2. Schools should note that if the land belongs to the Local Authority then the Local Authority must be the applicant and not the school;
3. Joint applications are not accepted. There must be a single eligible applicant body to account for any award made;
4. Please beware of the distinction between a lease and a license. This programme requires that applicants have the ability to exclude all others from the land (even a freeholder) for the duration of the grant. A lease will achieve this, but a license will not. Look in your documents for words to the effect that “the tenant will enjoy quiet enjoyment” or “exclusive possession” of the land. These words generally indicate a lease. The absence of such words may indicate a license;
5. As set out in ‘4’ above, the ability to exclude all others must remain for the duration of the grant. Sometimes leases contain what are known as “break clauses” which allow either the landlord or the tenant to terminate the lease for an agreed reason prior to the otherwise agreed end of the lease. Break clauses that allow a lease to be terminated before the end of the grant term fall foul of the programme’s requirement and should therefore be removed prior to an application being made;
6. The relevant grant term required varies depending upon the size of the grant sought. It is as follows:
 - a. £20,000 to £50,000 – Seven years
 - b. £50,001 to £99,999 – Ten years
 - c. £100,000 and over – Fifteen years
7. Under this Programme, Sport England does not normally require security (a charge or a restriction on title, depending on the applicant) except where a risk analysis indicates that security will be necessary. Except where the applicant is a local authority, the security Sport England will take will be a charge. Local authorities will be required to grant Sport England a restriction on title in lieu of a charge where security is required.
8. Applicants (no matter what the size of the grant they are seeking, even those below £150,000) should ensure that their leasehold documents do not prohibit them giving a charge to Sport England. Such a prohibition could render their application ineligible.

How much can we apply for?

Community and voluntary organisations and parish and town councils can apply for grants worth between £20,000 and £75,000. At least 70% of the funding available is set aside for these groups.

Local authorities, statutory organisations, and education establishments such as schools can apply for grants between £20,000 and £150,000. No more than 30% of the total amount available is set aside for these groups.

Do we need partnership funding?

We would prefer you to have some partnership funding – either cash or in kind. However, we know funding can be difficult for voluntary or community groups to raise so we will not rule out your application if you do not have any. This also applies to town and parish councils.

Local authorities, schools or educational establishments, and other statutory bodies, need to provide pound-for-pound partnership funding.

Potential sources of partnership funding include your own funds (cash), funding from partner organisations, other grants, sponsorship and non-cash (in kind) contributions that help to reduce the grant request.

Have you secured funding from your NGB?

In its grant giving, Sport England must keep to the rules of Additionality. Additionality is a principle that prevents funding from Exchequer and Sport England Lottery programmes from being used to fund the same facility. This may affect your project if you have secured, or are intending to secure partnership funding from your NGB, because some of the Exchequer funding used by NGBs for capital projects comes from Sport England.

However, it may be possible to use both forms of funding towards your project if you can clearly demonstrate that there is more than one facility element included in your project and that each source of funding will be used separately. For example, if you are looking to provide a Multi-Use Games Area (MUGA) with floodlighting, we may be able to separate two distinct elements to the project such that you can use your NGB exchequer funding for one part (the MUGA) and Lottery funding for the other (the floodlighting). You may need to seek further advice from us if you find yourself in this situation. Please call us on 08458 508 508.

NGBs may, however, have other funding sources such as Facility Trusts, and these would be eligible partnership funding contributions.

Football Foundation funding is eligible but only when it is for multi-sport projects with at least one other significant partner investing. This is because Sport England funds the Football Foundation, and including a significant contribution from at least one other party helps us meet Lottery regulations regarding Additionality. In this circumstance, funding from the Football Foundation would be used towards the football element of the programme and the Sport England Lottery element would be used towards the other sports being offered. <http://www.sportengland.org/funding/about-our-funding/the-way-we-fund>

If your project needs partnership funding, we would like you to explain within your application how much has been confirmed in writing, how much is under discussion, and how much is unconfirmed. If you have submitted applications to other funders please provide an approximate timescale for the outcome. Although partnership funding does not have to be confirmed at time of submission, it does need to be in place before an award can be paid to you if you are successful. We would encourage you to get as much of your partnership funding in place before applying as this will make your project more viable. If large amounts are outstanding at the point of decision then we may decide to reject the project or delay our decision until those amounts have been confirmed.

In-kind funding

In-kind contributions can count as partnership funding as they reduce the amount of the grant your project needs.

Such contributions take the form of goods and services provided free of charge, where you would normally have to pay for them. We will need to see formal documentation to support your in-kind partner funding for example, an invoice for professional services showing the reduced rates.

The value of the contributions in kind should be identified separately and it is important that they are included in both the project costs and partnership funding sections of the application form

The types of in-kind contributions that are eligible are listed in the table below:

Category	Eligible	Ineligible
Partnership Funding in the Form of Land	Donation of freehold land or property from a genuine third party, provided that it constitutes added value through the transfer of ownership and control. Land must be given freehold, and value needs to be independently and professionally verified and reflect any existing planning consent or restrictions	Value of any land, facilities, equipment or other assets already owned by an organisation that is based on potential development permission - 'Hope value'
Services / Materials in Kind	Independently validated voluntary labour, professional fees or donations of materials. For example, the provision of professional services, such as architect, construction management, or legal services; or materials such as bricks, tiles and sanitary ware. These services may be offered either free of charge or at significantly reduced rates, perhaps by a club member.	Services or materials not independently validated or directly linked to the project
Voluntary effort	Must genuinely constitute added value, not something that would be undertaken anyway. Health and safety legislation determines that many elements of construction must be carried out by suitably qualified people to reduce the risk of accidents on site and to ensure that the finished work is carried out in accordance with statutory requirements such as building regulations. Work in kind involving specialist trades such as electricians, plumbing, and heating must be undertaken by an authorised contractor with appropriate certification and professional indemnity. We may ask for evidence of this certification if you are successful.	Activities or tasks that would be done anyway such as general maintenance

Which sports are eligible?

All Sport England recognised sports are eligible.

We prefer it if you or the club or group you represent is affiliated to the relevant sport's National Governing Body (NGB).

For sports that have specific safety requirements, we have made affiliation with the relevant NGB a condition if you want to receive Lottery funding. These sports are marked with an asterisk in our recognised sports list.

Please see the complete list of recognised sports <http://www.sportengland.org/our-work/national-work/national-governing-bodies/sports-that-we-recognise>

What types of projects will Inspired Facilities fund?

The Inspired Facilities programme will refurbish and upgrade club facilities, and convert existing buildings into venues suitable for community sport.

We are looking to invest in local projects that are developed and delivered by community and voluntary sector groups that don't have specialist facility development knowledge.

This is why, although we are not telling you what work your project needs, we have pulled together the *Inspired Facilities Catalogue* (available on our website) which contains typical facility developments and explains how you can use our approved contractors to help deliver your project. We recommend you read this before deciding how to proceed with your application.

This catalogue is based on what sports clubs have told us they need, and the improvements are grouped into five areas:

- Building modernisation
- Outdoor sports lighting
- Outdoor sports surfaces
- Community club buildings
- Sports equipment

We have also put together some case studies which may help you with the costs of your project.

If you are unsure please contact our funding helpline on 08458 508 508 or email us at inspired@sportengland.org

What types of projects are not funded?

The following are NOT eligible for funding:

- Projects that will only benefit participants under the age of 14
- Routine maintenance (e.g. painting and decorating) and repairs (e.g. broken window)
- Personal sports equipment and clothing
- Provision of children's playgrounds and play equipment
- Equipment only projects
- Living quarters for grounds staff or club employees
- Buying land or facilities for future use
- Projects intended primarily for private gain
- Projects that contribute directly to a company's distributable profits
- Endowments – funds to build up a reserve or surplus and loan repayments
- Retrospective funding – we will not reimburse costs already incurred
- Activities that primarily promotes religious belief
- Projects that do not meet our 'Additionality' criteria (see our website for more details - <http://www.sportengland.org/funding/about-our-funding/the-way-we-fund>)
- If your project is applying for a school or education establishment it should ensure it opens opportunities for the wider community as we will not fund projects used solely for delivering curriculum activity. Sport England has produced toolkits to help open up school sites for community use. Further information can be found on the Sport England website at <http://www.sportengland.org/media/622082/community-use-agreement.doc>
- Any revenue projects – staffing, coaching, and on-going costs such as energy bills
- Projects solely focused on playing field improvements (you must apply to the Protecting Playing Fields Programme). You can find out more about this programme here <http://www.sportengland.org/funding/our-different-funds/protecting-playing-fields>
- Any project that has high professional costs

If you have an unusual project which you think may not be eligible, please call our Funding Helpline on 08458 508 508 or email us at inspired@sportengland.org to discuss it before starting work on your application form.

Project costs and Design Guidance

It is important for us to make sure that your project costs are realistic, so your budget must include all the costs that you will incur. You also need to tell us where any partnership funding will be sourced from, and evidence of confirmed contributions need to be provided with your application.

You can use the *Inspired Facilities Catalogue* to help you work out costs, plan your budget and gather the information you need for your application. You do not have to use it and we will accept applications for items that are not listed, but you will need to work out the costs yourself if the items you require are not listed. We suggest you use an appropriately qualified person, such as a building contractor or quantity surveyor to provide a quote for you.

We have procured a number of framework contractors that you can use to support the delivery of your project if your organisation does not have the experience of managing a similar project. Using these framework agreements can save your club time and money as you no longer need to carry out your own pre-qualification process to secure your competitive tender list, and these contractors are vetted annually by Sport England to ensure they continue to deliver a quality service. Please tick the box in the application form if you would like to make use of this service.

Any requests for Artificial Grass Pitches or MUGAs must include the dimensions of the playing surface and must be a suitable surface for the sports taking place. Guidance related to the various surfaces available can be found in our *Design and Cost guidance*. This brings together our best practice design advice and requirements for a wide range of sports facility and building types and can be found on our website at <http://sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance>

VAT

You need to include all non-recoverable VAT in your budget. If you are unsure if your organisation is eligible to reclaim all or a proportion of the VAT you will pay on this project you should consult with HM Revenue and Customs to clarify (please note, we are unable to provide tax advice ourselves) - <http://www.hmrc.gov.uk/vat>.

All costs in the *Inspired Facilities Catalogue* are exclusive of VAT, so if you include any of these items in your project you will need to calculate the amount of VAT you will need to pay and add this to the total project costs and grant request in your application.

How to apply

There are four simple steps to applying for an Inspired Facilities grant:

Step 1: Check your organisation and project is eligible

- Inspired Facilities can 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, 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 should contain a clear not-for-profit statement and charitable dissolution clause.
- Your membership should be open to all sections of the community and your governing committee should include at least three people who are not related and who do not live together
- Your application and supporting documents should show us that your organisation is appropriately governed. More information can be found in our Good governance guide.
- If your organisation is part of a larger organisation, you should confirm that you are sufficiently independent of them. If you do not have your own committee, bank account and constitution you will need the support of your parent organisation, which must accept overall responsibility for the project.
- If you are in any doubt, call our Funding Helpline on 08458 508 508.

Step 2: Find out what your club or community needs

- If your project meets our criteria we will only fund you if you can demonstrate that your project is needed and that our investment will successfully encourage people to play or keep playing sport in your area.
- This is one of our key assessment criteria so you should talk to your members, the wider community and other relevant stakeholders about your project, and provide evidence of this consultation with your application.
- Your application should show how the project has been developed as a result of this consultation and how it will address the needs identified.

Step 3: Work out your project costs

- Make a list of the sports and activities you want to offer, based on what your members or the local community have told you. You should also note down the level you want to play these sports at – is it just for fun or recreational use, or are you planning to play competitive fixtures and if so at what level? This should influence items such as the playing surface you choose and the equipment you buy.
- Use the Inspired Facilities catalogue to help you consider the items your project needs to deliver your chosen sports and activities. If your items are in the catalogue, take a note of the details and costs and use this information to complete your online application.

- If your items are not in the catalogue, you will need to work out your own costs and enter these onto the online application form. You may need to appoint a qualified person such as a quantity or building surveyor to do this. We would welcome survey and cost information if you have it, but we need to be sure that the numbers are realistic and that you have explained why the work is needed.
- Please be as realistic as you can when putting your project costs together. We may need to scale back the project if it has been undercosted, so it is important that costs are not overly optimistic. Remember to include non-recoverable VAT in your project budget. If you are unsure how much VAT you can reclaim, please consult with HM Revenue & Customs.
- Sport England's design and cost guidance brings together our best practice design advice and requirements for a wide range of sports facility and building types.
- You also need to show how you plan to manage your project, generating revenue to pay for running costs and maintenance that will keep the facility open for years to come.

Step 4: Fill in your online application

- You must apply online via Sport England's [My Applications website](#). If you have not applied for a Sport England grant before you will have to [register here](#) first; otherwise you can use your existing username and password.
- Please note -The organisation name you register must match exactly the name as it appears on your governing document and all other supporting documents. These are explained in the documents below. Please use the arrow to scroll across, this will allow you to see all the relevant documents you will need in order to ensure your project and organisation is eligible.
- The application form has a series of pages for you to complete. Please do not forget to save as you go along.
- Guidance is provided on every page to help you understand what you need to tell us so we can assess your project fairly and objectively. We can also answer your queries over the phone. Simply call our funding helpline on 08458 508 508 or email us at inspired@sportengland.org.
- Please note - Your application is only deemed complete when we have received all your supporting documents. No application will be assessed until the documents have been received. We will contact you if any documentation is missing and give you a timeframe in which to submit them but the onus will be on you to provide the information.
- We would encourage you to upload these documents prior to submitting the application and if you are not sure if we have received them please call our funding helpline on 08458 508 508.
- Remember your application will be judged in competition with all other applicants, so it is worth spending time reading all the guidance and presenting us with the strongest argument as to why we should invest in your project.

What Documents do we need to provide?

To help us check your eligibility, management structure, and financial health, you must submit a number of documents with your application. These form part of your application and we will not deem it complete until we have received them. Please see the table below for examples of the documents we will require.

Organisation Type	Governing Document	Previous Years Account	Copies of last 3 months Bank Statements	Child Protection Policy (if project has Under 18's)	Vulnerable Adults Policy (If project has disabled people)	Evidence of Partnership Funding - if being provided	Sports Development Plan	Income / Expenditure Forecast	Lease / Freehold
Fully Constituted club, association or trust- an organisation generally within the voluntary sector with its own constitution or memorandum and articles of association	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Community Amateur Sports Clubs (CASC) - an organisation registered with HMRC as a CASC	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Local Authority - county councils, metropolitan district councils, unitary authorities, district council and the London boroughs	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Local Education Authority - a local education authority on its own behalf or on behalf of a community school	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Foundation school or college - although run by the local education authority, the school retains control over	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

admissions, employment of staff, land and buildings									
Voluntary Aided or Controlled Schools - although financed and maintained by the local education authority, the school's assets are held and administered by trustees	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Institute of Further Education - a college or other institution that provides further education	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Institute of Higher Education (including universities) a university or college that provides higher education	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Other public sector statutory body - other public sector organisations established by statute or statutory powers such as parish and town councils.	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Community Interest Company (CICS) - a limited company created for the use of people who want to conduct a business or activity for community benefit, and not purely for private advantage	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

National Governing Body (NGB) - a recognised governing body of sport	no	no	no	Yes	Yes	Yes	Yes	Yes	Yes
Private Sector company or business - a commercially run organisation whereby all profits on the project are ring fenced and not for private gain	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Educational establishments must ensure that the application is in the correct name – if the land is owned and controlled by the Local Authority then the application needs to be submitted by that Authority. If you are unsure please contact our funding helpline 0845 850 8508.

Project-specific documents

We also need two more documents which cover the details of your project:

- A Sports Development Plan that outlines the impact on sport your project will have
- An Income and Expenditure forecast that shows how the project will cover its running costs and be financially stable once it's open.

If you already have a sports development plan and or a business plan (which includes income and expenditure forecasts) you can upload it with your application as an alternative to the above documents, but it must be specific to the project that you are applying for and not a general business plan.

Education sector organisations will also be required to complete a Community Use Agreement after an award has been made to ensure an appropriate level of community use on the site. Details related to the agreement can be found here: <http://www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-and-guidance/community-use-agreements/>

Document submission

We must have these documents before we can consider your application complete. Ideally, you should upload them when completing the application form, but if you submit any documents by post you will need to ensure they arrive with us within 5 working days after submitting your application. Please make sure that any post is sent by recorded delivery to ensure that documents do not go missing, and include your Unique Reference Number (URN) that you will be given when you start your application. Failure to do so could render your application ineligible.

Our Assessment Criteria

The first stage of our assessment criteria will be to check that your organisation and project meet our eligibility criteria. We will then assess eligible applications against four criteria:

Need – is the project needed and wanted by members or users, and the wider community?

Impact – will it really keep existing participants playing sport, volunteers involved in sport and attract new people?

Community involvement – have local people been involved in the project's development and are there plans to keep them involved once the award has been made? A good way of evidencing this is by evidencing community consultation.

Sustainability – will sufficient revenue be generated to keep the facility running and well-maintained for years to come? This will include a setting up of a sinking fund and evidence of marketing plan

Inspired Facilities is an open programme which means you can submit your application as soon as you are ready rather than having to rush to send it in by a specific date. Following a review of previous rounds, changes have been made to the programme from 8th June 2015 (Round 9 onwards). The changes to the programme are to ensure that as many local sports facilities as possible benefit from the funding.

The changes to the programme are:

- Applicants may only resubmit a previously unsuccessful application once. This includes applications that were unsuccessful in earlier rounds. Any applications submitted after a second unsuccessful attempt will not be assessed
- With the exception of Local Authorities, all other organisations can only receive one award under the Inspired Facilities programme. Any applications received from previously successful applicants will not be assessed, however, you can apply to other Sport England funding programmes
- Applications from London based projects will be considered a priority from 8th June 2015 due to a historically low number of applications and successful projects from this region. London projects must still meet the eligibility criteria and will only be prioritised above another project if they achieve an assessment score that is equal to the successful score from that round

In addition, we will give priority to projects in the following order:

- Have not received an individual sport Lottery grant worth over £10,000
- London based projects
- Are the only public sports facility in the local community
- Offer local opportunities to people who do not currently play any sport

We will also want to ensure we fund a wide range of projects benefiting different sports. Based on our investments in previous rounds, we are less likely to support some projects unless the project scores well and all of the above priority criteria have been met. These projects are:

- Resurfacing / upgrading of club tennis courts
- Community and voluntary sector projects with a total project cost of greater than £1million.

When will we know the results?

Once you have submitted your application and we are happy that it is complete, it will be assessed and put forward to the next available decision meeting. We will then notify you in writing and by telephone once the outcome has been confirmed.

What happens if our application is unsuccessful?

We expect to receive a lot of applications so a significant number will not be successful. If your application is unsuccessful we will write to you to explain why.

What happens if our application is successful?

If your application is successful, you will be given a conditional award. The conditions must be met before you can claim your funding, but we will provide support to help you through the process. We also ask that you promote your project as much as possible using the guidance available on our website:

<http://sportengland.org/media-centre/promoting-your-project>

Your project must be able to start within six months of your award and be open to the community within 18 months.

Contractors and Pre-Feasibility Reports

If you are using a Sport England approved contractor we will arrange for them to visit your site to help us confirm the project costs. They will identify whether building regulations or planning permission are required, or if there is anything unusual about your site.

We may also decide during the assessment of your application that your project would benefit from a Pre-Feasibility report – if this is the case we will advise you and provide help and support with a list of consultants for you to contact to arrange a visit. Once this report has been completed we will discuss the findings with you and decide on the next steps.

The length of your funding agreement varies according to the size of your grant:

Grant amount	Grant period
£20,000 to £50,000	7 years
£50,001 to £99,999	10 years
£100,000 and above	15 years

Sport England will also have *step-in rights*. This means that if your organisation finds itself in financial trouble, we can step-in and take over the project with a view to selling it to pay off your debts.

Measurement and Evaluation

- Your project's success will be measured on the contribution it makes to Sport England's aspiration of getting more people playing more sport more often.
- You will need to record the number of times individuals take part in sport at your facility (also called throughput) and report these numbers to us every six months for five years.
- Sport England has commissioned an independent research company to evaluate the impact of the Inspired Facilities programme. This company may contact you to ask about your project and may request that the figures are broken down into age groups. 0-13, 14-25 and 26+-If they do contact you, your input would be very much appreciated.
- We would also like you to collect photographic evidence of the development and delivery of your project (before/after photographs, and photographs of the facility in use once works are complete). We will advise you when and how to submit the photographs in due course.

Contact us

If you have any questions regarding your Inspired Facilities application or any of Sport England's funding programmes please call our helpline on 08458 508 508 or email us at inspired@sportengland.org

This funding line is open 8am-9pm on Monday, 8am-6pm on Tuesday to Thursday and 8am to 5pm on Friday.