

# Application for funding

## Small Grants

### Download version

This version of the application form has been created to give potential applicants a preview of the questions that they will be required to answer during the application process. Applicants will also have the opportunity to upload any supporting documentation at the end of the form.

This form should not be used to submit an application. All applications must be submitted online. If you do not have access to the Internet, or you require any other assistance, phone our funding line on 0345 8508 508.

Before you spend time filling in your application, please make sure you know all about the programme and the documents you will need to send us. Information on the Small Grants programme can be found on our website [www.sportengland.org/funding/our-different-funds/small-grants](http://www.sportengland.org/funding/our-different-funds/small-grants)

You can also contact the funding helpline on 0345 8508 508 or email [funding@sportengland.org](mailto:funding@sportengland.org) to tell us about your project before going ahead with your application. We can talk to you about whether your project is likely to meet our priorities for funding and give advice on what you need to do to make your application.

## Before You Start

Before you spend time filling in your application, please make sure you know all about the programme and the documents you will need to send us. **Advice and guidance on applying can be found here.**

You can also contact the funding helpline on 03458 508 508 or email [funding@sportengland.org](mailto:funding@sportengland.org) to tell us about your project before going ahead with your application. We can talk to you about whether your project is likely to meet our priorities for funding and give advice on what you need to do to make your application.

### **Guidance Information \***

You can find out about our funding programmes by visiting our **Funding Guidelines web pages**. This information will help you with your application. If you have already read our guidance, please confirm this by ticking the box.

### **Freedom of Information \***

As Sport England is a Public Body we have to comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:

- grant applicants
- grant holders
- contractors
- people making a complaint

Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act we will release it. If you think that information you are providing may be exempt from release, you should let us know when you apply.

Please tick the box to confirm your understanding.

### **Data Protection \***

As Sport England is a Public Body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application form and in supporting documents for:

- assessing applications
- monitoring grants
- evaluating the way our funding programmes work and the effect they have
- reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

- Accountants, auditors and external evaluators
- Other organisations or groups involved in delivering the project
- Other lottery distributors, government departments
- Other organisations and individuals with a legitimate interest in lottery applications and grants,
- Other organisations for the prevention and detection of fraud.

Please tick the box above to confirm your understanding of Data Protection.

### **Counter Fraud \***

Sport England takes its role in preventing and detecting fraud very seriously and we take a zero tolerance approach to those who seek to commit an act of fraud, theft, corruption or bribery against us.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

It is the responsibility of the organisation applying to ensure all information contained in the application is accurate. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

We investigate all allegations of fraud in accordance with our Counter Fraud Strategy which includes seeking both criminal and civil prosecutions. More information about our Counter Fraud Strategy can be found on our website.

Please tick the box above to confirm your understanding of Counter Fraud.

Please ensure all boxes are ticked prior to pressing continue at the bottom of the page in order to progress to the next stage.

## Organisation Type \*

Please be aware that the Organisation type you choose needs to be correct as this will create an application that best fits your needs.

If you are unclear on which option to select, please telephone the Funding Helpline on 03458 508 508.


Which of the following categories best describes your organisation?

## Where did you hear about us? \*

Please select from one or more of the following options and where required, please provide more specific information.

Please click on the button below to continue with your application.

## About Your Organisation

 Which of the following categories best describes your organisation? \* 



 Are you a registered charity? \*  Yes  No If 'Yes' selected

Please enter your Charity Registration Number: \*


 Are you a company? \*  Yes  No If 'Yes' selected

 If you are a company, are you : \* 

Please enter your Company Registration Number: \*

 Is your organisation VAT registered? \*   Yes  No If 'Yes' selected

Please enter your VAT Registration Number. \*

 Do you have public liability insurance? \*   Yes  No If 'Yes' selected


 Please enter your Policy Number\* 

 How many people are involved in running your organisation? 

 Your Governing body/Committee/Management Board \* 

 Your Volunteers \* 

 Paid Staff \* 

 Independent Referee 

 Title \* 

 First Name \* 

 Surname \* 

 Employer \* 

 Job Title \* 

 Email \* 

 Membership of a professional body 

 Membership no 

## Guidance

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This section asks for information about your organisation which will help us determine whether it is able to receive Lottery funding.

To help us consider this we will also use the following information that you are asked to supply to support your application:

- A copy of your Governing Document, (e.g. constitution, memorandum and articles of association, trust deed or other formal document)
- A copy of your most recent audited or accountant verified accounts
- Copies of your last 3 bank statements

### Are you eligible to receive funding?

Small Grants can make awards to most not-for-profit organisations that have a written constitution, memorandum and articles of association, or other formal document which sets out the organisation's aims and how it operates. We also support organisations established by statute or statutory powers, (e.g. Schools and Local Authorities).

Small Grants cannot fund individuals, sole traders, organisations established to make a profit, or organisations which can distribute funds to members.

We expect you to have a governing committee of three or more non-related and non-cohabiting members and have suitable governance controls to manage a Sport England grant. Your governing document should include a dissolution clause with a charitable or benevolent aim to show what will happen to your organisation's assets if it ceases to exist.

### Organisation Name

The name given on your application form needs to match the name on your governing document, bank statements and financial accounts.

## Correspondence Address

Find Address


Organisation Name

Building Name

Building Number / Street

Town \*

Postcode \*

Daytime Telephone Number (landline) \* 

Evening Telephone Number (landline) 

How long has your referee known your organisation?

Years \*

Months \*

How does your referee know your organisation? \* 

## Declaration

I confirm this application has been discussed with the referee detailed above and the referee is happy to be contacted by Sport England about this application.

[Previous](#) | [Save](#) | [Home](#) | [Exit](#) | [Continue](#)

## Independent Referee

(Not applicable to NGB's, CSP's or Statutory Bodies)

Your referee must be completely independent from your organisation. Ideally, they will be someone involved in your sport (or sport in general) in an official capacity and know your organisation/project, but will not benefit from the grant if it is awarded. Relatives of club members are not acceptable.

Small Grants may contact your referee as part of the assessment of your application, and any award offered will be subject to receipt of a satisfactory reference.

### Find Address

To enter an address, please select the Find Address button and follow the on-screen step-by-step instructions.

If you do not know the postcode, please use the link there to the Royal Mail Address Finder tool.

### Schools


Schools that are majority state funded should select Local Education Authority from the dropdown menu. Schools that are funded independently should select Independent School or College. Academies should select Academy School.

Applications from LEA/State funded schools will not need to provide an Independent Referee or copies of your governing document, bank statements or financial accounts.

[Advice and Guidance](#)

[Organisation-Guidance](#)




## Project Contact Details

Who should we contact about this project idea? 

Title *	<input type="text"/>
First name *	<input type="text"/>
Surname *	<input type="text"/>
Position in organisation *	<input type="text"/>
Email address *	<input type="text"/>

Please give the address details for the named contact above.

This address will be used for all correspondence and guidance we send to you




	<input type="button" value="Find Address"/>
Organisation Name	<input type="text"/>
Building Name	<input type="text"/>
Building Number / Street *	<input type="text"/>
Town *	<input type="text"/>
Postcode *	<input type="text"/>
Daytime Telephone number (landline) * 	<input type="text"/>
Evening Telephone number (landline) 	<input type="text"/>
Mobile phone number 	<input type="text"/>

## Second Senior Contact and Payment Contact

Please complete the details for a second senior contact for your organisation (for example, Director, CEO, Treasurer, Company Secretary and so on):

Title *	<input type="text"/>
First name *	<input type="text"/>
Surname *	<input type="text"/>
Position in organisation *	<input type="text"/>
Email address *	<input type="text"/>

Please give the address details for the named contact above.

	<input type="button" value="Find Address"/>
Organisation Name	<input type="text"/>
Building Name	<input type="text"/>
Building Number / Street *	<input type="text"/>
Town *	<input type="text"/>
Postcode *	<input type="text"/>
Daytime Telephone number (landline) * 	<input type="text"/>
Evening Telephone number (landline) 	<input type="text"/>
Mobile phone number 	<input type="text"/>

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This section asks for information about **who to contact at your organisation about your application.**

### Find Address

To enter an address, please select the Find Address button and follow the on-screen step-by-step instructions.


If you do not know the postcode, please use the link there to the Royal Mail Address Finder tool.


Please note the Primary and Secondary contacts can't be the same person – we must have at least two unrelated contacts for your project.

### Advice and Guidance


[ProjectContacts-Guidance](#)

## Your Project Description

What is the title of your project? \* 

In up to 100 words, please describe your project. \* 

0 words

Which sport(s) will your project involve? \* 

Select a sport from the list below, then click the "Add Sport" button. You can add as many sports as required to the Selected Sports table. If your sport is not listed, please call 03458 508 508 (please note that Football is listed as 'Association Football', Tennis is listed as 'Lawn Tennis' and any adapted versions of specific sports please use 'Adapted Sport')

Select a sport from the list:

Select the national governing body (NGB) that you are affiliated to, if applicable:

If you are affiliated to the NGB please enter your affiliation number:

Add Sport

Sport	Affiliated NGB	Affiliation No
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There are currently no sports in the table.

Where will your project happen? \* 

Find Address

Building Number / Street \*

Postcode \*

Add Site/Venue

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This section asks for details about your project and where it will take place

### Project Description

Use the box provided to describe your project. We encourage you to try and express the aim of your project clearly and concisely and ensure it is clear what your project will do to achieve this aim.

### Selecting Sports

You can add as many sports as are covered by your project.

Some of the sports listed have a small circle next to them, indicating they are deemed a higher risk sport. Please note that if your project will involve one or more of these activities, one of the following must apply, for your project to be considered eligible for funding:

- The organisation delivering these sports activities must be affiliated to the recognised national governing body (NGB). In the majority of cases this will be your organisation but where it is another organisation please give details of their applications.
- Any individuals delivering these sports activities on behalf of your organisation must be appropriately qualified with the recognised national governing body.

Only applications for projects involving recognised sports are eligible for funding from Sport England. If your sport(s) is not shown on the list, please contact the funding helpline on 03458 508 508 for advice.

Sport England's list of recognised sports can be viewed [here](#).

### Project Location - Find Address and Use Map

To enter a location, please select the 'Find Address' button and follow the on-screen step-by-step instructions.

**Building Number / Street**

**Postcode**

**There are currently no venues in the table.**

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At the top left of the pop-out screen you will need to choose one of the two options to find a location;

1. 'Find Address' option if you have the exact postcode OR

2. 'Use Map' option, which is a tool to help narrow down your search based on the village, town or nearby postcode.

With 'Use Map' you will select an exact point on a map (middle of a playing field or open water, for example) using the navigation tools or your mouse. If the point you select has no exact street name or postcode, the tool will provide us with the nearest one; Sport England require the exact street name and postcode for your location(s) wherever possible; it is not going to be used for postal correspondence, simply to help us accurately map where your project will take place.

If entering more than one location, **please ensure that you enter your main location first** (if applicable); this will be the location that you believe the majority of activity will take place with the highest proportion of beneficiaries.

Please note that once you have found each location, you need to select the **'Add Site / Venue'** button back on this page to retain each entry to your application form.


[Advice and Guidance](#)



## Tell Us More About Your Project


The following questions ask for more detail about your project. Your answers are very important to our assessment of your application.

### Why is your project needed? \*

Please tell us why your project needs to happen and what evidence you have gathered to support this (in up to 500 words). 


0 words

### What difference will your project make? \*

Please tell us about the impact your project will have on sports participation (in up to 500 words). 


0 words

### How will you make your project happen? \*

Please tell us how you have planned your project and how you will deliver it (in up to 500 words). 

0 words

### What will happen after this project ends?

Please tell us how your project will help participants continue their involvement in sport at the end of this funding (in up to 500 words). 

0 words

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

The guidance below will explain in more detail what kind of information we expect to see in each of these sections.

### Why is your project needed?

This is your opportunity to tell us why your project needs to happen. While it may be simple to answer this question, a strong application will provide evidence to back up your answer. Key things that can support your answer to this question include:

- Evidence of support for your project from your National Governing Body (NGB), County Sports Partnership (CSP) or Local Authority. Anything that indicates your project will contribute to the wider picture in your sport and local area.
- Any research that supports the need for your project and sets the wider context. (e.g. Local Authority, Social, Health and Sports participation statistics)
- Evidence of demand from participants for your project to happen. This can include survey's, waiting lists, letters of support or any other evidence you can provide that shows your project is driven by local demand.

You can attach any supporting documents to your application on the final summary page.


### What difference will your project make?

Use the box provided to describe the sporting opportunities your project will provide and the impact it will have on Sport England's strategy.

Sport England's strategy for 2012-17 is focused on people aged 14+ playing regular sport, and on developing opportunities for those that want to progress in their chosen sport. We also want to further develop opportunities for disabled people playing more sport. Small Grants will not fund projects that do not impact on this strategy.

You should ensure that your answer to this question fully explains what you want your project to achieve.

Small Grants is focused on supporting projects that will provide clear sporting benefit and provide the best value for money.

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

The strategy is published in full [here](#) if you wish to read in more detail.

### How will you make your project happen?

We need to know how you have planned your project. The level of detail you need to provide will vary depending on the complexity of your project. We want to gain a full picture of how your project will happen and have assurance that it has been planned thoroughly.

Examples of things to consider include, who will take part? When and where will sessions take place? How long will sessions last? Who will run the project? Etc.

If your project is complex and you'd like to provide a detailed project plan you can attach one to your application on the final summary page.

### What will happen after this project ends?

Use the box provided to describe how your project will encourage participants to continue in sport after our funding ends.

We want to support projects that will have a lasting impact on sports participation so this is your opportunity to explain how your project will do this. This does not necessarily mean we expect you to financially maintain the project. Strong projects can also establish opportunities for long-term participation through partnerships with other local sports providers or by offering lasting skills and experience.

However your project will tackle this challenge, this section is your opportunity to describe your approach.

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

Use the box provided to tell us about any other organisations you are working with to make your project happen. This could be anyone from a volunteer coach to your National Governing Body or Local Authority. Please also explain what the other party's involvement will be.


Advice and Guidance

ProjectNeed-Guidance

Organisation	Contacts	Project	Description	Visits	Budget	Summary
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## People Taking Part

### 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

If 'Yes' selected

**Click [here](#) to expand the Baselines Measure \***

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


When will your project start? (dd/mm/yyyy)\*


When will your project finish ? (dd/mm/yyyy)\*

**Click [here](#) to expand the Participants Measure \***

How many people will take part in your project overall, counting each person only once?\* 

#### 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. **Mandatory groups are indicated with a \*** 

You can amend your preferred method of providing these figures below; the individual number of people or the approximate % of people for each background group. **If you select the % option, please make sure that the 'Total' within each group is 100%** 

- Number  
 %

#### Accompanying notes

Please use the space provided below to tell us how you have calculated these Participants figures 

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**This section of the application form asks more detailed questions about the number of people you will target to take part in your project and some information about their background.**

When entering the ages of people taking part in your project please consider that Sport England's strategy for 2012-17 is focused on creating a sporting habit for life in adults and young people over the age of 14. Your application must demonstrate how it will achieve one or more of the following strategic outcomes:

- a) An increase in the proportion of 14-25's playing sport once a week
- b) A growth in regular (once a week) participation for all those aged 14+
- c) A reduction in drop off at ages 16, 18, 21 & 24
- d) Growth in participation by people (aged 14+) with a disability.

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

The first question helps us understand if people have already taken part in sport at your organisation in the past 12 months. It also gives us a reference point to measure the success of your project against. If you are a brand new organisation, have never delivered any sporting activities before, or your project will only work with new participants then you should answer 'No' to this question. If you select 'Yes' an orange banner will appear which you need to expand and enter a figure to tell us the number of people who have taken part in the last 12 months.


#### **Project Start and Finish Dates**

Please ensure your project start date is no sooner than 12 weeks from the date of submitting your application. **Small Grants projects must be delivered within a 12 month period.** Once you have entered valid dates, you will find the 'Participants Measure' will appear on the page for you to expand and complete.

## Collecting Information

How will you collect the information above 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 on the right hand side of the page to help you and the box below is for any notes you may wish to add to explain your figures.\*

## Have You Started Work Yet?

Other than essential project development work, costs and/or fees, has your organisation begun work, or made any binding commitments to begin work, in respect of your project? \* 

Yes  No

If 'Yes' selected

Please tell us about the aspects of the project to which you are committed. Please be aware that Sport England cannot fund any activity that has already started.\*

## Sports Opportunity

Does your organisation restrict access/membership on the grounds of race, creed, colour, gender, sexual orientation, age, disability, occupation, religion or political persuasion? \* 

Yes  No

If 'Yes' selected

Please tell us the reasons for restricting access / membership \*

## Participants Measure

This section asks questions about your target participants. This section should show the participant numbers you expect after your project has finished. These are the targets we will use to measure the success of your project. We require a total figure; the 'How many people...' question.

## Background


We then need you to tell us how this total figure is broken down, into mandatory (marked with a red \*) and non-mandatory general background groups. You can choose to provide this in either a specific number or a %; remember the total of each group obviously need to match that total 'How many people...' question or 100%, depending on if you choose 'Number' or '%'.  
  
[Advice and Guidance](#)

ProjectOutcomes-Guidance-v4

Organisation	Contacts	Project	Description	Visits	Budget	Summary
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## Your Small Grants Budget

### Project Cost Breakdown


Please provide a detailed breakdown of the total cost of your project. \* 

Item or Activity	Description	How have you calculated this?	Total Amount (£)	Amount requested from Sport England (£)
eg. Coaching Fees	Taster session coaching	2 coaches x 10hrs x £25per hr	500	400
Please select...			0	0

[Click Here to Add](#)

There is currently no breakdown of costs in the table.

### Partnership or Other Funding

Do you have any other cash funding for your project ?\* 

Yes If 'Yes' selected  
 No

Organisation Name	Organisation Type	Amount (£)	Confirmed?
	Please choose: <input type="text"/>		Please choose: <input type="text"/>

[Click Here to Add](#)

There is currently no other partnership or other funding in the table.

### Non-cash or In-kind Funding

Do you have any non-cash or in-kind funding for your project ?\* 

Yes If 'Yes' selected  
 No

Organisation Name	Organisation Type	Amount (£)	Description of contribution and how the value was calculated	Confirmed?
	Please choo: <input type="text"/>			Please choos: <input type="text"/>

[Click Here to Add](#)

There are currently no non-cash or in-kind contributions in the table.

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This section of the application form asks for more detail about your project costs and sources of other funding.

This is a really important part of the form. It helps us understand how you have arrived at the total cost for your project.

The first section asks you to add your project costs line by line. An example is provided at the top of the section to help you understand what we're after.

Firstly choose a standard category from the dropdown list (Item) then describe how it relates to your particular project (Description). The next step is to breakdown how you have reached this cost and to enter the total cost in pounds. The final box asks for the amount you are requesting from us towards this.

As you add budget lines your project budget will take shape. A summary of the totals will show at the bottom. Please remember that the maximum 'Amount requested from Sport England' is £10,000 and the maximum 'Total Amount' is £50,000.

The next two sections ask if you have any other funding, cash or non-cash, to support the cost of your project. If your project budget is entirely covered by your Sport England grant request then answer 'No' to both of these questions.

Where additional funding is being provided to support your total project cost we would expect you to answer 'Yes' to at least one of these questions and enter the requested details.

At the end of this page the total costs of your project are automatically populated and the sources of funding (Grant, Other Funding, Non-cash & In-kind) are summarised. If there are any errors in the figures you will be asked to make changes. The simple formula to follow is:

Amount requested from Sport England (max £10,000) + Amount of other funding (cash & non-cash/in-kind) = Total Project Cost (max £50,000).

The final question asks you to describe how you have addressed the cost of VAT in your budget. This will depend entirely on your status as an organisation. If you are not able to reclaim VAT then it is ok to include VAT in your project budget.

[Advice and Guidance](#)

<b>Total Project Cost</b>	<b>Amount (£)</b>
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<b>Amount requested from Sport England</b>	<b>(£) 0</b>
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<b>Amount of Other Funding</b>	<b>(£) 0</b>
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<b>Total Project Cost</b>	<b>(£) 0</b>
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How has VAT been addressed within your project costs ? \* 

## Application Review

There may be essential documents that will be required before an award will be made. Please ensure that you can provide the appropriate documentation before submitting your application. Please note that your application will not be processed for assessment until all the required documents are received. 

If you are sending any documents by post please use the following address and ensure the documents follow within 5 working days of your submitted application: Sport England, SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF.

### Documents We Need To See

	Attached File	Send by Post	N/A
1. A photocopy of the Governing Document. For example, this may be a constitution, memorandum and articles of association, trust deed or other formal document (not required for statutory bodies) 	<input type="radio"/>	<input type="radio"/>	
2. A photocopy of most recent audited or accountant verified accounts (not required for statutory bodies) 	<input type="radio"/>	<input type="radio"/>	
3. Photocopies of last 3 bank statements (not required for statutory bodies) 	<input type="radio"/>	<input type="radio"/>	
4. Organisation's income and expenditure forecast for minimum of three years (if audited accounts are not available) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Child Protection Policy (for all projects involving children) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Safeguarding vulnerable adults policy (for projects involving vulnerable adults) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Evidence of partnership funding 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Photocopy of Affiliation to NGB sports where required 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Project delivery plan 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Upload Project Documentation

You can upload any document from the list above that you have indicated is an 'attached file' or any other document you wish to upload to support your application.

Please provide any documentation that is relevant to your project. Any documentation held in digital form should be uploaded using the form below: (Maximum file size for each uploaded document is 10 MB approx.)

	Browse...
Upload File	

**There are currently no files uploaded.**

Thank you for entering the information required in applying for Sport England funding.

Please review the answers you have given with reference to the policy documentation and ensure you have provided the information required.

[Advice and Guidance](#)

[Printable Version Of Application](#)

Thank you for entering the information required in applying for Sport England funding.

Please tick this box to indicate that the information you have provided is true and correct to the best of your knowledge.

Submit Application

## Summary

Page Name	Status
Organisation	Completed
Contacts	Completed
Project	Completed
Description	Completed
Visits	Completed
Budget	Completed
Summary	Not Yet Started