# Small Grants Pre-application Checklist

Please complete this checklist before beginning your Small Grants application. If you are in doubt about anything, please call us on 08458 508 508.

### 1. Are you... Yes No
- Applying for a Sport England Recognised Sport
- A registered charity
- A formally constituted club or association
- A parish, Town, District, County or Unitary Authority
- A School, Further Education establishment or Primary Care Trust

If you answered YES to ANY of the above, please CONTINUE...

### 2. Has your organisation... Yes No
- Already received a Small Grant in the last 12 months

If you answered YES, please note that the maximum allowed is £10k in a 12-month period.

### 2. Does your organisation... Yes No
- Have no unmanaged debts or liabilities
- Have at least 3 unrelated or non-cohabiting members of your committee
- Have suitable governance controls to manage a grant from Sport England (e.g. regular committee meetings, financial reporting etc.)

If you answered YES to ALL of the above, please CONTINUE...

### 3. Are you looking for funding for... Yes No
- Help with general running costs (e.g. rent, heating etc.)
- Replacement equipment
- An annual or previously run event
- Activity focused on children under 14
- Continuing an existing activity
- An individual
- Salaries for existing positions in your organisation
- Activity that the state is legally obliged to provide (e.g. school curriculum)
- A used road vehicle
- Building, construction, refurbishment or land improvement
- A project that requires planning permission that is not yet in place
- A project that has already started
- A higher risk sport, where you are NOT affiliated to an appropriate National Governing Body. Higher risk sports list.

If you answered YES to ANY of the above, your project may NOT be eligible for a Small Grant. Please contact us before applying. Otherwise, please CONTINUE...

### 4. Does your project... Yes No
- Require a Small Grant of between £300 and £10,000
- Cost less than £50,000 in TOTAL
- Have a timescale of less than 12 months
- Aim to get more people playing sport regularly
- Focus on at least one of our recognised sports
- Meet at least one of our key strategic objectives

If you answered YES to ALL of the above, please CONTINUE...

### 5. Can you... Yes No
- Describe how many people will access your project and how they will benefit
- Monitor the numbers of participants to show how successful the project is
- Provide evidence that the project is needed
- Provide a clear and detailed project budget
- Monitor expenditure to show that any grant is spent correctly

If you answered YES to ALL of the above it is likely that your organisation and project are eligible for funding. We recommend you read the rest of our guidance before applying to maximise your chance of success.