

# Small Grants Programme Guide - 2012-13



**SPORT  
ENGLAND**

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## 1. Welcome to the Small Grants Programme

The Sport England Small Grants Programme uses Lottery funding to make awards of between £300 and £10,000 to not-for-profit organisations to help more young people (14+) and adults take up and keep a sporting habit for life.

Before you read on, please consider these simple questions to see if the Small Grants programme is right for you:

- Will your project involve a recognised sport (a full list can be found on our website)?
- Is your organisation formally constituted on a not for profit basis?
- Do you need between £300 and £10,000 for a new project?
- Will your project be completed within 12 months?
- Will it help Sport England deliver its strategic outcomes ?

If you have answered “yes” to all these questions then the Small Grants Programme could be for you. However, you might want to complete our *Pre-Application Checklist* (available on our website) before reading on as this will give you a quick indication as to whether your organisation and project are eligible

The rest of this guide will give you answers to important questions such as:

- Who can apply?
- What we will and what we won't fund?
- How to prepare your application.
- How to apply for funding.

In addition to this guidance, we can also offer help through:

- Our website: [www.sportengland.org](http://www.sportengland.org)
- Our advice line: 08458 508 508
- Email: [funding@sportengland.org](mailto:funding@sportengland.org)

## 2. Before you start

Before you consider applying for a grant, you need to be sure that your organisation and your project are suitable for funding.

### Organisations – Who can apply?

Small Grants 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 non-related and non-cohabiting members. Your application and supporting documents should show us that your organisation is appropriately governed. More information can be found on our *Good Governance Guide* which is available on our website.

If your organisation is a branch 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 award.

## Projects - What do we want you to achieve?

Our mission is to get more people playing more sport more often. We want to create a sporting habit for life, and we have set a number of key outcomes within our 2012-17 strategy. We want all applications to tell us how they help deliver these strategic outcomes:

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

If your project is focused on delivering sport to people aged 13 and under you will need to demonstrate how it directly supports our objectives. Different sports have different requirements and the age at which participation begins to drop off can be earlier in some sports than in others.

### 3. What we want to fund

#### Strategic Outcomes

As noted above, 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 to play more sport.

#### What will we fund?

If your project meets our strategic outcomes and your organisation is eligible, an application is likely to be fundable if it meets the following criteria:

- Applications must be for between £300 and £10,000 and total project costs must not exceed £50,000.
- Projects must be deliverable within a 12 month period.
- Projects must be focused on sports that are recognised by Sport England. Please note that for sports that Sport England deem higher risk, appropriate affiliation to the National Governing Body will be required. Please call 08458 508 508 if you are unsure whether your sport fits this criterion.
- Your project must be delivered to beneficiaries based in England.
- Your project start date must be at least 10 weeks after submission of your complete application and supporting documents.
- Your project must be for new activity and new costs delivering new sporting benefit.

## What don't we fund?

The following are examples of projects or costs we will not fund:

- Projects that are for sports not recognised by Sport England.
- The general running costs of an organisation. This includes day to day expenses such as rent, gas, electricity, and insurance costs. It also includes the replacement of existing equipment such as ground maintenance or training equipment. We may, however, fund additional equipment if it produces sporting benefit that you don't currently provide.
- Repeat or regular events and existing activities (except the extra costs of involving new participants), or repeat funding of projects previously funded by Sport England.
- Projects that cannot measure their impact on Sport England's strategic outcomes.
- Items which only benefit an individual e.g. bursaries or kit and equipment that is not shared. We may fund team playing kits for new teams or for teams who have not previously had a kit. We are unlikely to fund training and coaches' kits and other items of clothing.
- Salaries - except for coaching costs or fixed term positions needed to meet a specific project requirement. Funding of coaches must be clearly additional to usual club expenditure.
- Used road vehicles.
- More than £10,000 to the same organisation in any 12 month period, from the date of our award letter.
- Activities that the government has a legal obligation to fund, for example, sport sessions which take place in school during curriculum time. We can also not fund any cost or activity previously funded by state funding or where state funding 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 fixed irrigation systems).
- Fixed capital items, for example, goals or nets that cannot be easily removed. We also cannot fund any fixed equipment which may require planning permission or may impact on any lease agreement. Applications submitted with confirmation from the local authority that planning permission is not required may be considered subject to other exclusions.
- Projects that take place or incur costs (including deposits and costs associated in submitting the application) before the date of the offer letter.
- Contingency costs and VAT you can recover.
- Projects involving travel to another country where a similar sporting benefit can be gained in England.
- Sponsorship, endowments or loan repayments.

## 4. Preparing your application

When you have decided that you would like to apply, please take the following steps:

### A. Plan your project

Grant applications are more likely to be successful if the project has been carefully thought out and clearly described within the on-line application form. We have put together further guidance called *Writing Your Application*, which includes a *Project Planning Template* which we hope will be useful to you.

### B. Gather your essential documents

For non-statutory organisations you will need to include copies of the following with your application:

- Governing document/constitution
- Most recent accounts (new organisations please submit a three-year income and expenditure forecast)
- Last three bank statements (new organisations please provide evidence of that you have a bank account)
- Child protection policy (if relevant to your project)

These can either be attached electronically or sent by post. We cannot begin assessing your application until we have them.

### C. Check everything

Make sure that:

- Your organisation is eligible for a grant
- Your project fits in with our strategy and funding criteria
- You can provide details of an independent referee
- Your project is well-planned and you have a detailed budget
- You can demonstrate that there is a need/demand for your project
- You can measure the results of the project to demonstrate its success

### D. Register your organisation

Visit the “My Applications” box on the Small Grants website page. You should then complete your on-line application form.

## 5. After you have applied

### Assessment process

We will begin our assessment when we have received all of your essential documents and made sure that they all show the correct name of your organisation.

Where appropriate, please also submit:

- Evidence of affiliation to your sport's national governing body
- A detailed breakdown of your budget
- Copies of quotes from suppliers (required for items over £5k)
- A project delivery plan
- Confirmation of partnership funding

We will make a judgement on your application based on what you tell us so you should show that your project is well planned, provides strong sporting outcomes and shows evidence of need. More information about these areas can be found in our *Writing Your Application* document.

We will assess your application as quickly as possible, but please allow 10-12 weeks for this process. If we require further information, we will contact you by email. Please check your email regularly in case we have been in touch. If we have to wait for a response to our questions this may delay your decision.

### If you are successful

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

To enable you to claim your payment you will need to send us:

- Your completed Acceptance and Claim Form – to be returned within 4 weeks
- 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 are unsuccessful**

We realise that unsuccessful applicants will be disappointed, and we have provided the guidance on this website to minimise the likelihood that this will happen. If your application is unsuccessful, we will write to you, giving details of the reasons. Unless your project is ineligible, we encourage you to re-apply and recommend that you contact your case assessor (whose details will be in the letter) to discuss the areas of your application that could be strengthened.

## 6. Businesses that offer help

Some businesses promote their services by telling potential customers about Sport England funding programmes. They may offer consultancy services or imply that they are acting on our behalf. They might even offer to help you fill in the form if you pay them a fee or deposit.

While there are some good consultancies available that may provide a useful service in helping an organisation consider planning or delivery issues, our application process has been designed in such a way to minimise the need for any paid assistance. The application form itself is simple to complete and help is available by calling the Funding Helpline on 08458 508508.

It is important that the staff and volunteers of your organisation have the capacity to deliver the project you are applying for and we are unlikely to fund any project where it is not clear that this is the case.

Please note we do not act with or endorse the services of any supplier or consultant and will not pay any costs, commission or fees that they may charge you to make an application.

## 7. Data protection & Freedom of Information

We will use the information you give us on the application form and supporting documents during assessment, and for the life of any grant we award you, to administer and analyse grants, and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and when evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may also share information with other Lottery distributors, government departments and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention and detection of fraud. We may use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions, though we may consult with you first. If you think that information you are providing may be exempt from release, you should let us know when you apply.



## FUNDING HELPLINE

If you require further information or help please feel free to contact us on our funding helpline on 08458 508 508.

Alternatively email us at [funding@sportengland.org](mailto:funding@sportengland.org)

Sport England, SportPark,  
3 Oakwood Drive  
Loughborough  
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[www.sportengland.org](http://www.sportengland.org)  
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