

Writing your application

Everything you need to know (and some things you probably already knew) about writing a Small Grants application.



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08458 508 508 – Funding helpline is open 8-am to 9pm on Monday, 8am to 6pm
Tuesday to Thursday and 8am to 5pm on Friday

funding@sportengland.org.uk

Introduction

If you think your organisation is eligible to apply and you have a project that meets our criteria, then we want to help you.

We know applying for funding can be daunting, especially if you have not done it before, but we hope this guide will help you, not only with an application to Sport England but in other bids you may make.

You should remember that Sport England doesn't "give" money away - we invest in projects that help deliver our aims of getting more people to play more sport.

Our application process is designed to be as straightforward as possible: we don't want you to feel like you are entering Dragon's Den! But, please remember that the application form is your opportunity to tell us why we should invest in your project. We hope this guide will help you with your application, and that your project will help us make a difference to sport in your community.



Section 1 - General principles

Before you start your application it will help to remember the following principles:

1. Are we right for you?

Before you go any further you should check that your organisation is eligible for an award. It will need to be a not-for-profit organisation, such as a constituted sports club, school, charity, local authority or other public sector body. Please check your governing document to make sure it includes a charitable dissolution clause.

2. We know nothing

That is, *we know nothing about your project* except what you write in your application. Try not to make assumptions – we can't award a grant if we don't understand what you want to do. So try to make sure we've got all the information we need. For example, if you want to run a programme of coaching sessions, tell us about them: how many, how long, how many participants, etc.

But...

3. Don't waste words

Try to focus on the project. For example, background information about your organisation can be useful, but if it doesn't contribute to our understanding of the project itself, you might want to consider leaving it out.

4. How many?

Be realistic in what you want to achieve. Be clear about your target figures and tell us how you worked them out. It is also useful for you to tell us how the target figure fits in with the rest of the project. For example, if you are aiming to increase participation by 200 but you're only going to have one coaching session a week, we need to know how you will get all 200 people involved.

5. Sport – who needs it?

When we ask you what the need is for the project, we are looking for you to consider a range of needs. For example, your club may want new members, but do you know if there is a demand for your sport and project within the local area? It might also be helpful to consider the reasons that are currently preventing greater participation, and why you think your project is the most appropriate way of addressing these issues. It is also worth getting in touch with your sport's governing body and the local council (for example) to see if they have any plans that your project can contribute towards or if they support your application.

6. You do the maths

We need to be sure that the project offers good value for money. The application form asks for a basic breakdown of the project budget, but please also submit a detailed breakdown showing clearly how you've worked everything out and explain why you need all the money you are asking for.

7. We're in it for the long haul

We want to fund projects that will provide lasting benefit. This means that we want participants to continue playing sport after the Small Grants funding has been used. Please consider how the project will provide sustainable opportunities for people to remain in sport in the longer term. This might be achieved by signposting participants to other clubs, buying equipment that has a long term benefit, increasing your organisation's coaching capacity, or creating new teams that become a sustainable part of the organisation.

8. Referee!

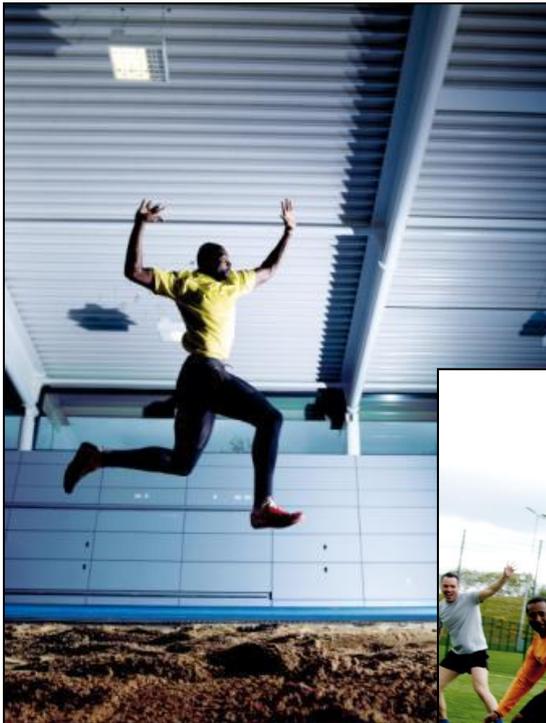
Ideally your referee will be someone involved in your sport (or sport in general) in an official capacity, who knows your club/project and who will not benefit from the grant if it is awarded. Relatives of club members are not usually suitable.

9. Have you got everything?

That is, your organisation's governing document (or constitution), accounts and bank statements as well as your child/vulnerable adults protection policy(s) if appropriate. These should all have the same organisation name.

10. Read it again

It's always worth scanning the guidance on the website and the downloadable documents once again; just to be sure you haven't missed anything.



Section 2 - How to write a good application – a step-by-step guide

If you have a good project we really want to support it, but it is our responsibility to ensure that we don't fund ineligible activity, or projects that do not offer strong and sustainable sporting outcomes which get the best possible value for the limited funds that are available.

We want to avoid turning down good projects just because your application might have missed a few things out, so we have created the following step-by-step guide to help you put together the best possible bid and increase your chances of success.

Before you start

As we have said above, you will need to be sure that your organisation and your planned activity are both eligible (see the *Pre-application checklist* in Appendix A or the *What we want to fund* section of our website). We also need to be sure that your organisation is well run so please see our *Good governance guide* for more information.

How to use this guide

If you follow the steps below you will put yourself in a strong position to submit the best application you can. All applications are unique, so each step may require different levels of detail according to your specific project. We recommend that you read through the steps below with a copy of the *Dummy application form* (available to download from our website) to hand so that you can find the sections referred to. You may like to make notes in the relevant sections as you go along.



Step	What to do / think about / write	Which question in the application form?
<p>1. Decide which of Sport England's aims your project will help us to meet.</p>	<p>Sport England wants to:</p> <ul style="list-style-type: none"> • Increase the proportion of 14-25's playing sport once a week • Grow regular participation for those aged 14+ • Reduce drop-off in participation • Grow participation by people with a disability <p>Try to write one sentence that specifies which of these your project is <i>primarily</i> focusing on.</p>	<p>"Please describe your project"</p>
<p>2. Pinpoint the main focus of your project.</p>	<p>What will your project do to meet our aims? There could be many answers to this question. Briefly describe the main activity of the project, being clear how it will achieve the aim referred to in step one.</p>	<p>"Please describe your project"</p>
<p>3. Work out all the things you need to do to deliver the project.</p>	<p>Consider what tasks you will need to undertake to make the project successful. For example, organise publicity, book venues or buy equipment.</p>	<p>"Please describe your project"</p> <p><i>You may also like to provide further detail in a separate project delivery plan.</i></p>
<p>4. Identify all those who will help deliver the project and ensure they agree to take part.</p>	<p>Who will need to be involved in delivering the project? Do they have the right skills, experience or qualifications needed for their task? These could be all sorts of people including members of your own organisation, schools, your local leisure centre or other sports clubs. If your project involves other organisations it is a good idea to get them to write a letter/email confirming their involvement.</p>	<p>"Please describe your project"</p>
<p>5. Identify the project's outputs and outcomes and consider how you will achieve them.</p>	<p>This means that you need to consider how things will be different as a result of your project. It is this difference our funding is paying for.</p> <p>Questions to address:</p> <ul style="list-style-type: none"> • How many people will participate? • Will they be new participants to the sport? • How many sessions will be delivered? • How long will each session last? • How often will each person take part? • Will participants become members of the club? • How will you measure the impact of your project? 	<p>"What do you want your project to achieve?"</p> <p>and</p> <p>"Measuring your project"</p>
<p>6. Consider the legacy of the project.</p>	<p>What will happen to your participants after the grant has been spent? We are looking for projects that will offer long-term sporting outcomes so consider whether you want the activity to continue or if you will direct participants to other clubs. If you plan to continue the activity how will you fund this?</p>	<p>"What do you want your project to achieve?"</p>

<p>7. Ensure you know there is demand for the project.</p>	<p>Who wants to take part in your project? We need to be confident that your project's aims are realistic so tells us how you know there is a demand. If you have conducted consultation, surveys or questionnaires, explain how you did them and give details of the results so that we can see how you developed the project from your research.</p>	<p>"How do you know there is a need for your project?"</p>
<p>8. Consider how your project fits in to your local area.</p>	<p>Consider what other sporting activity there is in your area and whether your project will fill a gap in current provision. Are there specific barriers to participation that your project will address? Please detail what the barriers are and how the project will overcome them.</p>	<p>"How do you know there is a need for your project?"</p>
<p>9. Consider if the project might contribute to the aims of your sport's governing body, county sport partnership or local authority.</p>	<p>It is usually worth contacting these organisations to ask them if they support your application and if they can offer any advice about delivering the sport itself, or whether the project will contribute to their objectives.</p>	<p>"Who have you contacted about your application?"</p>
<p>10. Calculate all your costs and create a detailed budget.</p>	<p>Look back to steps two and three: how much will each of these activities cost? We need to be confident that your costs are realistic and that the project offers value for money. Provide calculations to show how you've worked everything out and include copies of quotes or links to suppliers' websites so that we can check the details.</p>	<p>"Your project budget"</p> <p><i>It is always useful to submit a detailed cost breakdown in addition to using the basic breakdown within the application form.</i></p>
<p>11. Identify how all the costs in your budget will be funded.</p>	<p>If Sport England is not fully funding your project please specify how you will pay for your other costs. If you are receiving money from another organisation, or spending any of your own money, this is a cash contribution. If you are receiving free equipment, free use of facilities or free services, these are non-cash or 'in-kind' contributions.</p>	<p>"Your project budget"</p>
<p>12. Ask a critical friend to read through your plan.</p>	<p>Ask them for an <i>honest</i> appraisal of your project proposal. Somebody reading this afresh and without previous knowledge may notice things that you have accidentally missed out.</p>	<p>N/A</p>

Section 3 - Common mistakes

Where possible we try to work with applicants so that we have all the information we need to ensure a successful outcome. However, unfortunately not all applications are successful and there are some common reasons for this. The table below lists the most common issues, explains why the issues might have arisen and gives information about how to avoid them. Please take some time to review these issues and consider if your project might be affected. Remember you can call the Small Grants team on 08458 508 508 if you would like to discuss your project with us.

Issue	Why the issue might arise	What to do
Requests to fund ongoing, repeat or existing activity.	There may be something on your website or in supporting documentation that indicates that you've done similar activity before.	Tell us about your previous activities and describe how the project is different. If the project expands on existing work, clearly tell us what additional benefits it will provide.
Lack of clarity in your plan.	You may have made assumptions about what we know about your organisation/project.	Remember that we only know what you tell us. Give us all the details, e.g. how many coaching sessions, when they will be, how long, how many participants etc.
Lack of clarity in your budget.	You may not have told us how you have calculated budget items or explained why everything is needed to deliver your project.	Give a detailed breakdown of all your costs, e.g. number of hours coached x cost per hour. Make sure it is clear why all items are needed. If there is an item in your budget that is not referred to in the bid, we will not know what it is for.
Lack of need.	You may not have demonstrated sufficient demand for your project or explained how it fits in to sport within your local area.	Tell us how you know there are people wanting to take part in your project. If you have done surveys or other consultation, tell us the results. Also consider other opportunities there are to play sport in your area and explain if you feel your project fills a gap in provision? What other local issues are there relating to your project? Don't just list the issues – show how the project addresses them.

Issue	Why the issue might arise	What to do
Lack of support.	Your project has not taken in to account the requirements of your NGB, CSP or local authority.	These organisations will already have plans and targets for specific sports, or sport in general, in your local area. It can benefit your application if you can show that you will help to meet these targets.
Lack of sustainability.	You have not clearly shown how the project will carry on after any grant runs out.	We are keen to support projects that offer long-term value. Please provide realistic proposals as to how you will do this. If you plan to charge participants, please state why that is not possible straight away and how you know it is more likely at the end of the project.
Lack of exit routes.	You have not demonstrated that participants will have opportunities to continue taking part after the end of the project.	If you are not a sports club, it may not be obvious how participants will continue taking part. If you can demonstrate links to local clubs it can benefit your application. If cost is a barrier to participation, try to show how this will be addressed regarding club membership.
Poor value for money.	You did not show that the project represents a good investment for Sport England.	This is not just about the number of participants or the cost of individual budget items. Smaller projects with stronger sporting outcomes can offer better value than projects reaching a larger number of people. Demonstrate that your costs are realistic and appropriate to the aims of the project.

Section 4 – Case studies

The list below provides some example projects and we have provided some case studies to highlight things to think about. They are not real projects, but they are the sort of thing we are likely to fund. If your project is similar to one of these, you may find the format and information useful as a guide to what you should be putting in your application form.

If your project is not the same as these, whether it's slightly similar, or completely different – don't worry! We are keen to hear about all ideas to get more people playing sport, but you may find that the information here is helpful to get you thinking about the types of details we need.

- An after school club
- Additional equipment
- A new team
- Multi-sport taster sessions
- Sport in the community
- A new club

The **Key points** listed after each case study indicate essential information that has been given in each case, and that we will look for in our assessment of any application. The **Further things to think about** are additional details that we will need to know about, and which would need to be included, either within an application or as supplementary documentation.

1) An after school club

Holly Tree School is a secondary school in Gloucestershire. The project aims to provide after school badminton sessions. There will be three one-hour sessions per week on Tuesday, Wednesday and Thursday, aimed at different age groups with a total of 90 participants taking part each week. Nets, rackets and shuttlecocks will be bought and a professional, level-2 qualified badminton coach will be brought in to deliver the sessions during term time for one year. The project will be made sustainable by training sixth form students as level-2 coaches. The school is in contact with a local badminton club which is willing to offer introductory sessions.

Key points	Further things to think about
The sessions are after school	How will participants be recruited – how do you know there is enough demand – how many at each session?
A clear timetable is provided	How much equipment is needed and how much will it cost?
Information about how the sessions will be delivered is provided	How will you recruit the coach and ensure they are safe and suitably qualified?
Will the activity continue after Sport England funding runs out?	Will participants be charged to continue? Are there other sources of funding?
An exit route for long-term participation is also addressed	Could the local club be involved with delivering the after school sessions?

2) Additional Equipment

Tree Tops Table Tennis Club is based in Surrey. The club is planning a recruitment drive to boost membership and attract younger participants to the sport. The club currently rents a church hall for one two hour coaching session per week and has two tables and a selection of bats, balls and nets. Around eight to ten players attend each week. There is space for four tables so the project will purchase two additional tables with nets and a small number of new bats/balls for new players to use. The club has contacted five nearby secondary schools and agreed to provide daily after school taster sessions for five weeks (i.e. 25 days) at the club's premises. All schools are keen to get involved. This will enable 16 young people to try the sport on each day with a total of 400 taking part across the five weeks. All will be given the chance to join the club, with an expectation of there being 20 new members. Press advertisements, and flyers placed in local libraries, schools and leisure centres will be used to attract new adult participants. The club has agreed with the church to rent the hall to provide a second coaching night each week following the recruitment drive. This will ensure that new participants will be able to get fully involved.

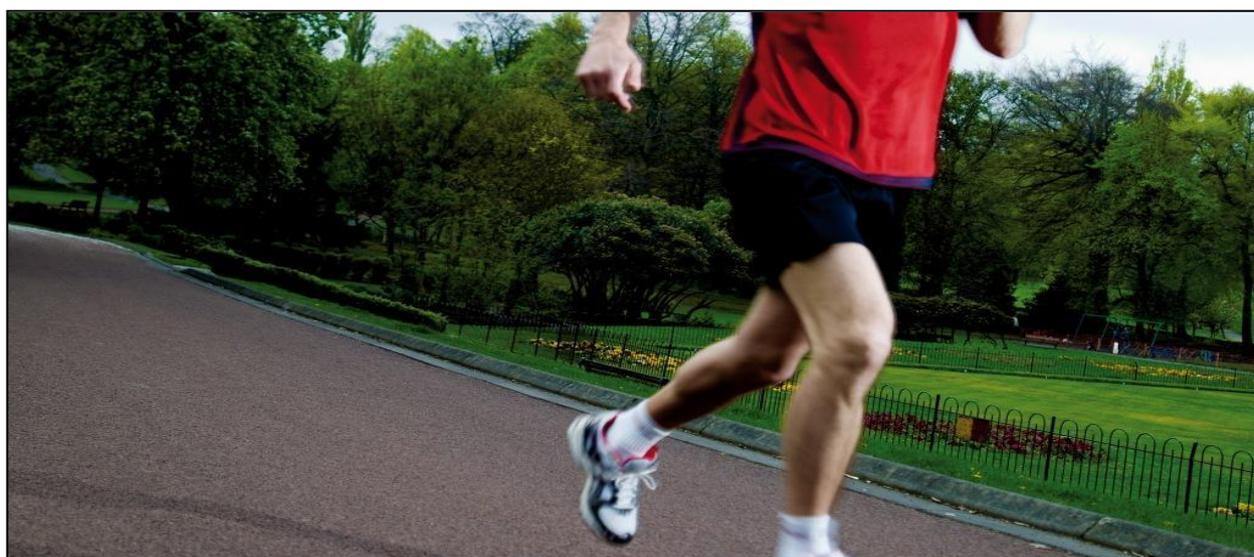
<i>Key points</i>	<i>Further things to think about</i>
The new equipment is clearly linked to plans for increased participation	How much will the equipment cost, and how many bats/balls etc. are needed? Is this appropriate to the number of sessions/participants?
Children's taster sessions are after school hours	Who will provide the coaching? Will additional supervision be needed, e.g. teachers?
The schools have already been contacted and agreed to take part	Can the schools/church provide letters of support?
A clear time table and target figures have been provided	What are the existing opportunities for table tennis in the area and how will this project improve on this?
Additional facility hire has been agreed in principle	Have the school-children been consulted and has a clear level of interest been established? Be clear about how the project will grow and sustain participation at age 14+, especially any links to community sport.



3) A new team

Larch Road Tigers is a Rugby League club in Lancashire. The club currently runs a senior team, an academy side, u16's and u12's. This project aims to establish an u14's team to bridge the gap between the existing junior sides and prevent drop-off at around age 14. The local league has been contacted and agreed to provide a place for the new team, subject to the club getting the team established. Four local secondary schools have been contacted and agreed to take part in after school taster sessions every week throughout the spring term. There will be a one hour session per week at each school aimed at year 8 pupils, with 20 participants per session. There are expected to be different individuals at each session, but the overall target is for 80 children to take part with most of them attending most sessions. The aim is for 30 to go on to join the club and form the new u14 team. They will then be able to take part in the club's regular Saturday morning training sessions and competitive games. New team playing kit will be required along with balls and training equipment for the taster sessions. The training equipment will also be used for the Saturday morning sessions to cope with the extra participants. A new level-1 coach will also be trained to assist at the regular training sessions.

<i>Key points</i>	<i>Further things to think about</i>
The u14s is clearly a new team	How much the equipment will cost, and what will exactly is needed? Is this appropriate to the number of sessions/participants?
Schools have already been contacted and agreed to take part	Who will provide the coaching? Will additional supervision be needed, e.g. teachers?
A clear timetable is provided along with target numbers of participants	Can the schools provide letters of support?
Children's taster sessions are after school hours	What are the existing opportunities for rugby league in the area and how will this project improve on this?
The local league has been contacted and there is a clear opportunity for competitive participation.	Have the school-children been consulted and has a clear level of interest been established? Can the project be repeated to recruit new players in the future? How would this be funded? Apart from the lack of their own team, what other issues cause participants to drop out around age 14? How will the project specifically address these?



4) Multi-sport taster sessions

Downwoods Parish Council is situated in Norfolk. Following detailed research in to the sporting activity in the area covered by the parish, the council has identified a range of sports for which there is a latent demand for participation. Of these, there are six sports with nearby clubs that are looking for new members. The project aims to bring the clubs together with potential new members by co-ordinating a series of taster sessions in each sport. There will be one session per week in each sport for a ten week period. A wide-ranging publicity campaign will be run using flyers, press releases, posters etc. Participants will be able to access any or all of the sessions and the project is aiming for 20 new participants per sport (120 in total) with half of these going on to join the clubs and play regularly.

Key points	Further things to think about
Clear research has been done showing a demand on both sides, i.e. individuals <i>and</i> clubs.	Can you provide full details of the research, showing the results and how they led to the project being developed?
The focus of the sessions is on long-term participation, not just one-off activities.	Each sport is likely to have different needs, e.g. some may need coaches' fees, facility hire or new equipment in order to hold the taster sessions. Other sports might not need any of these, but require transport to venues. Have you worked out all the details?
A timetable of activity has been provided, with clear exit routes.	Can you provide details of venues, times and who will provide the coaching?
Clear reasons for choosing the sports proposed.	Non-directly sporting activities like publicity need to be fully justified and as detailed as possible in order to be considered eligible for support. Can you provide letters of support from the sports clubs?

5) Sport in the community

The Poplars Community Action Group is based in Birmingham and aims to promote community cohesion through the provision of leisure activities, especially sport. The applicant has conducted a survey of over 1,000 local residents and found that there is a strong interest in taking part in football, badminton and swimming. They have liaised with the local leisure centre, which has agreed to host a community sports day with coaching/taster sessions in the morning and short competitions (5-a-side football, badminton knock-out tournament, short distance swimming races) in the afternoon. This will be followed by ten weeks of 1-hour coaching sessions in each sport. Local clubs in each sport have been contacted and agreed to help organise/deliver the community day and the coaching sessions. At the end of the coaching sessions, all participants will be able to join the clubs. The aim is to attract 75 people to the community day, with 15 in each sport (45) going on to take part in the coaching sessions and 15 joining the clubs.

Key points	Further things to think about
Extensive survey carried out.	Can you provide details of the questions asked in the survey and the results obtained?
The leisure centre and sports clubs are already on board with the project	Can you provide letters of support from the leisure centre/sports clubs?
Although the applicant's aim is to promote community cohesion, the application focuses on the sporting benefits we want.	How will people be attracted to the sports day? Is competition so early on realistic? How will you ensure this is a success?
Clear timetable provided	Is there scope to make the sports day an annual event in the community? How would that be funded?
Clear exit routes detailed.	What other avenues might there be for participants? Could working with partners provide sustainable opportunities for participation

6) A new club

Broad Leaves Handball Club is based on the eastern edge of Exeter. The club has been successful in attracting members, but lacks opportunities for competitive play. It has worked with the National Governing Body of the sport and developed a plan to create a satellite club to the west of the city. Twelve of the current 34 members are based in the west and will form the core of the new club. Four of these will train as coaches (two level-1 and two level-2). The club has liaised with a suitably-located leisure centre, which has agreed in principle that their sports hall can be used for training sessions and offered storage facilities for equipment that will also be required as part of the project. A programme of promotion and publicity has been prepared to attract new members. There will be one 90-minute training session per week, with the first session offered free to new participants. The aim is to attract 20 new members to the new club, which will increase participation and provide regular competitive opportunities for both clubs. The new club will initially form a part of the original club and will be bound by its constitution, but when it has become established it will draw up its own rules and elect its own governing committee.

<i>Key points</i>	<i>Further things to think about</i>
Clear links with the sport's governing body	What other facilities for handball are there in the area? How will this project fit in with these?
Facility has been contacted and is on board with the project	How do you know that there is likely to be any demand to take part in the sport?
The needs of a new club have been considered: coaches, facilities, equipment	Can you provide a letter of support from the leisure centre?
Governance of the new club has been considered	How will the new club be sustained? Can you provide a realistic income and expenditure forecast showing diverse sources of income?



APPENDIX A – 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.

<p>1. Are you...</p> <p>Applying for a Sport England Recognised Sport www.sportengland.org/about_us/how_we_recognise_sports/recognised_sports.aspx</p> <p>A registered charity</p> <p>A formally constituted not-for-profit organisation with charitable dissolution clause</p> <p>A parish, Town, District, County or Unitary Authority</p> <p>A School, Further Education establishment or Primary Care Trust</p> <p>If you answered YES to ANY of the above, please CONTINUE...</p>	<p>Yes</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>2. Has your organisation...</p> <p>Already received a Small Grant in the last 12 months</p> <p>If you answered YES, please note that the maximum allowed is £10k in a 12-month period.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<p>2. Does your organisation...</p> <p>Have no unmanaged debts or liabilities</p> <p>Have at least three unrelated or non-cohabiting members of the committee</p> <p>Have suitable governance controls to manage a grant from Sport England (e.g. regular committee meetings, financial reporting etc.)</p> <p>If you answered YES to ALL of the above, please CONTINUE...</p>	<p>Yes</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>3. Are you looking for funding for...</p> <p>General running costs of your organisation (e.g. rent, heating etc.)</p> <p>Replacement of existing equipment</p> <p>An annual or previously run event</p> <p>A single individual</p> <p>Salaries for existing posts</p> <p>Activities that the state is legally obliged to provide (e.g. as part of the school curriculum)</p> <p>A used road vehicle</p> <p>Building, construction, refurbishment or land improvement</p> <p>A project that requires planning permission that is not yet in place</p> <p>A project that has already started</p> <p>A higher risk sport, where you are NOT affiliated to an appropriate National Governing Body (e.g. Boxing, Chinese Martial Arts)</p> <p>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...</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<p>4. Does your project...</p> <p>Require a Small Grant of between £300 and £10,000</p> <p>Cost less than £50,000 in TOTAL</p> <p>Have a timescale of less than 12 months</p> <p>Aim to increase or sustain participation in Sport</p> <p>Focus on at least one recognised sport</p> <p>Meet our key strategic aims</p> <p>If you answered YES to ALL of the above, please CONTINUE...</p>	<p>Yes</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>5. Can you...</p> <p>Describe how many people will access your project and how they will benefit</p> <p>Monitor the numbers of participants to show how successful the project is</p> <p>Provide evidence that the project is needed</p> <p>Provide a clear and detailed project budget</p> <p>Monitor expenditure to show that any grant is spent correctly</p> <p>If you answered YES to ALL of the above, we recommend you read the rest of our guidance before you apply.</p>	<p>Yes</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>



PROJECT DELIVERY PLAN TEMPLATE

The purpose of this Project delivery plan template is to assist in the development of good quality applications. Most applications received that are not funded are rejected because they lack sufficient evidence of project planning, in particular, that it is not clear how the outputs will be delivered or what our funding will be used for.

The template can be used to identify:

- What the project will achieve and the tasks needed to deliver it
- Why the project is needed and why it is the best solution to that need
- Who in the organisation is responsible for each stage of the project and what resources will be needed to deliver it
- How will the project success be measured

You can submit this template with your application if you think it will help demonstrate that your project is well planned must you **must** complete our on-line application form. The headings are only suggestions so you can amend this if you feel anything is not relevant.

You should check that your project is within our funding policy before you start your plan and your application. A pre-application checklist is available on our website to help you with this or you can contact us on 08458 508 508.

PROJECT DELIVERY PLAN

Organisation Name: _____

Unique reference number: _____

Project plan author (e.g. Project Contact)		Project owner (e.g. Chief Executive, Chair)	
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Introduction -
State in broad terms what activity you want to undertake and what you want to achieve by doing it.

Deliverables –
Define what outputs the project will achieve overall and whether they help meet the “grow” (new participants) or “sustain” (existing participants) outcome of our strategy. Define how many people in total will benefit and how many times each person will gain access to the project (throughput). How you achieve these targets should be detailed in the Project Milestones section below.

Grow Projects								
Beneficiaries*			Throughput*			Membership*		
Sustain Projects								
Beneficiaries*			Throughput*			Membership*		

(* Beneficiaries refers to the total number of people who will gain from your project. Throughput defines the number of times participants will gain access to the project (for example, 10 people attending 10 fitness classes equals a throughput of 100) and Membership is how many people will benefit who are either existing members (sustain projects) or new members (grow projects)

Project scope of work
Identify the key stages for the project. This should include tasks required before beneficiaries gain access to the project if necessary and might include finalising quotes, marketing the project or obtaining appropriate liability insurance.

<p>Evidence of need</p> <p>What evidence of need has been collated. For example, discussion with potential beneficiaries, Local Area Agreement strategy documents, NGB or CSP priority statements etc. Highlight any support from key stakeholders.</p>	
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<p>Project organisation</p> <p>Who will be involved in delivering the project?</p>	Team Member:	Role	

<p>Project milestones</p> <p>Use the table to breakdown the component parts of the project. Describe each task, who will be responsible for delivering it, when the task needs to be complete by, what will be the result or output of that task, and describe what method you will use to know the output has been achieved. Finally add in the total cost of delivering that aspect of the project. This should be cross referred to the table below.</p>						
	Task	Responsibility	Target Date	Output/Deliverable	Task Monitoring Technique	Cost of delivering output

Resources & Budget All resource estimates for the project, covering every element in the scope of work in "Project Scope of Work". (Items costing over £5k should obtain 3 quotes.)	Budget item	Total cost	Cost calculation	Amount requested from Sport England

Exit Strategy Identify how the outputs of the project will be sustained. Will the project continue with funding from elsewhere or will participants be signposted to other organisations to enable them to continue.				
	Risk factor	Likelihood (low, medium, high)	Impact (low, medium, high)	Mitigating action