



Get Equipped guide

Contents

- 1. Introduction**
- 2. Before you start**
- 3. What we want to fund**
- 4. Preparing your application**
- 5. What we assess**
- 6. After you have applied**

1. Introduction

We know that many organisations and clubs delivering sport struggle to provide sporting opportunities for disabled people because of a lack of access to specialist equipment.

If equipment does exist it is often old, poor quality, and inhibits the experience of the person using it. Where the right equipment is available, there is often a high demand resulting in waiting lists and lost opportunity to get people involved in sport.

To address this, the Get Equipped fund will invest £1 million of National Lottery funding into the provision of specialist equipment to deliver sport to disabled people. Building on the success of the London 2012 Paralympic Games, this funding will help make sport a practical choice for many more disabled people inspired by the Games.

Not-for-profit organisations can apply for between £300 and £10,000 of Lottery funding to purchase sports equipment that will help increase the number of disabled young people (aged 14+) and adults regularly playing sport as part of Sport England's wider commitment to increasing disability participation.

If you are considering applying for a grant we would encourage you to complete our [Pre-Application Checklist](#) as a first step. A summary of the full application process is provided below.

Read the website and guidance documents

The information and guidance documents on the website will help you understand firstly if Get Equipped is right for you and secondly how to write the best application for your project.

Complete the application form

To do this you need to register your organisation by clicking [‘apply online’](#). Once you receive the email with your Username and Password you can log on and make a start. The Get Equipped programme uses the Small Grants application form; please ensure that your project title begins with ‘Get Equipped’ e.g. ‘Get Equipped – New York Running Club’. For guidance on this please use the [sample Get Equipped application form](#). The form is entirely online but you can save it and return at a later point if you like. The sample version of the form will allow you to see all the questions and do some planning.

We check your application and supporting documents

The closing date for the Get Equipped scheme is 2 December, your application form and all supporting documents will need to be submitted by this deadline so that we can assess your application.

We tell you our decision

After the assessment is complete we will tell you our decision in writing; all decisions will be communicated by the 31 January. If you are successful you will receive an award offer letter which will explain the terms of the grant and include forms for you to return and accept the terms and for us to arrange payment. You have one month to return these forms. If you are unsuccessful we will write to you and explain why.



Start your project

Once you receive an award offer you can start your project.



Finishing your project

You have a maximum of 12 months from the date of the offer letter to complete your project. You will be asked to complete an end of project report telling us how you have spent the grant and what it has achieved. We may ask some projects to provide evidence of how the grant was spent. It is important to always keep original receipts and invoices.

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.

The information below will give you some more information about the kind of organisations and projects we want to support. If you have any queries then you can always call us on 08458 508 508, or email funding@sportengland.org

Organisations – Who can apply?

Get Equipped 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 award.

Projects - Our strategic outcomes

Our mission is to get more people playing more sport more often and all applications should tell us how they will help deliver our strategic outcomes:

- More people playing sport once a week
- An increase in the number of 14-25s playing sport once a week
- A reduction in drop off at ages 16, 18, 21 & 24
- Growth in the number of disabled people playing sport

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. People stop taking part in certain sports, such as gymnastics, at an earlier age and we will take this into consideration when assessing your application.

3. What we want to fund

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:

- Must fit with [Sport England's strategy](#).
- Projects must purchase additional equipment that is to be used to get more disabled people taking part in sport.
- Projects must demonstrate they have the skills needed to use this equipment - training costs for individuals involved in the project are eligible.
- Applications must be for between £300 and £10,000 and total project costs must not exceed £50,000.
- Projects must be deliverable in a 12 month period from the date of our award letter.
- 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 the application deadline for Get Equipped.
- Your project must be for new activity and new costs associated with helping more disabled people play sport.

Please note – we will fund organisations who have received up to £10,000 from the Small Grants programme in the last 12 months or organisations who are planning to apply to the Small Grants programme in the next 12 months. However, organisations cannot apply to the Small Grants programme and Get Equipped programme for funding towards the same project.

What don't we fund?

We can support a wide variety of projects, however there are a number of costs that we cannot cover. The following are examples of projects or costs we will not fund:

- Projects that do not address Sport England's strategic outcomes.
- Projects that are for sports not recognised by Sport England.
- Project costs that are anything other than equipment and staff training.
- The general running costs of an organisation (e.g day to day expenses such as rent, gas, electricity, and insurance costs)
- Equipment which only benefits an individual e.g. bursaries or kit and equipment that is not shared.
- Fixed items of equipment (e.g. goals and nets that cannot be easily removed). We also cannot fund fixed equipment which may require planning permission or may impact on any lease.
- 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 irrigation systems).
- 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.

Demonstrating best value

For equipment purchases we encourage you to get prices from a selection of suppliers to ensure you are getting the best possible price.

If your application includes any single item of equipment with a value of £5,000 or greater we will require you to submit three quotations from different suppliers along with your application.

4. Preparing your application

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

Plan your project

Grant applications are more likely to be successful if the project has been carefully thought out and clearly described within the online application form. We have put together a project delivery plan template that we hope will be useful to you. It may be useful to look at the Small Grants guidance document about writing your application as the Get Equipped programme is based on the Small Grants programme and uses the same application form.

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).

They can either be attached electronically or sent by post. We will not assess your application without these documents.

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

Please see 'Writing your application' if you are unsure about any of these points.

Register your organisation

Click on [apply now](#) then complete your online application form. The Get Equipped programme uses the Small Grants application form; please ensure that your project title begins with 'Get Equipped' e.g. 'Get Equipped – New York Running Club'. For guidance on this please use the [sample Get Equipped application form](#).

5. What we assess

Eligibility

The first stage of our assessment focuses on eligibility and the earlier guidance on this website will help you understand if your project is a good fit for Get Equipped in three broad areas:

- If your organisation is eligible to apply
- If the aim of your project fits with our aim of creating a sporting habit for life in young disabled people and disabled adults over the age of 14.
- If your costs are eligible and you aren't asking for a grant for costs we cannot support.

We are unlikely to support a project that doesn't meet all three of these criteria so it is important to check this before spending time on an application. If you need some advice the [Get Equipped pre-application checklist](#) is a good tool to use and you can always call our funding helpline on 08458 508.

Assessment process

Following the application deadline and the receipt of all of your essential documents we will make 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
- Copies of quotes from suppliers (required for items over £5k)
- A project delivery plan

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.

Assessment criteria

Once we have established your application is eligible and we have all the essential documents we assess its strengths in four key areas. You will have the opportunity to explain how your project meets each of these criteria on your application form.

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 tell us how you know this. Key things that can support your answer to this question include:

- 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.
- 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.

What difference will your project make?

Here we are asking about the sporting opportunities your project will provide and the impact it will have on [Sport England's strategy](#).

You should ensure that your answer to this question fully explains what you want your project to achieve. Get Equipped wants to support projects that will provide clear sporting benefit.

Strong applications will be very clear about what will be achieved and the difference that our funding will make to people's participation in sport.

How will you make your project happen?

Here we are asking for more information about how you have planned your activity to be successful.

The level of detail you need to provide will vary depending on the complexity of the activity you are planning. We want to gain a full picture of what will

happen and have assurance that everything 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? and Who will run the project?

If you'd like to provide a detailed plan you can attach one to your application. We have published a project planning template that is available for you to use.

What will happen after this project ends?

Here we want you to describe how your project will encourage participants to continue in sport after our funding ends.

Get Equipped wants to support projects that will have a lasting impact on sports participation so this is your opportunity to explain how you 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 for people to take away.

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

6. After you have applied

Assessment time-frame

Following the application deadline of 2 December; if everything is in place we will assess your application. We may need to contact you about your application after this date and we would typically do this by email; if you would prefer to communicate through other means please let us know.

We will let all applicants know if they have been successful in acquiring funds through the Get Equipped programme by the 31 January

Chance of success

Get Equipped has limited funds; it is a £1 million programme. We may have to turn down eligible projects simply because we don't have enough money to support every project.

This is the first time that we have ran the Get Equipped programme so we don't have any previous rounds of funding to predict the success of applicants in this programme.

However, we have analysed the success rates of over 500 recent applications to the Small Grants programme and found that:

About 23 per cent of applications are unsuccessful because either the organisation or the activity is ineligible. Please check that you have all of the essential documents and that your project is something that we are able to fund.

About 11 per cent of applications are eligible, but lack sufficient clarity or detail in one or more areas. We do our best to understand your project, and will often work with you to clarify our understanding. It is worth spending some time making sure your project clearly addresses these points as this can improve your chances of success.

This means that around 66 per cent of applications are successful. However, some applications are clearer than others. Applications can always be

strengthened and if we are not in a position to fund every project, we will select those that most closely meet our criteria.

It is not possible to give precise information about your likelihood of success, especially without seeing your completed application form. However, you can certainly improve your chances by using the guidance on this website and calling our funding helpline on 0845 8508 508 to help you write the best possible application.

If you are successful

If you are offered a grant, you will receive an award pack, 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.

Before we can pay your grant you will need to send us:

- Your completed Acceptance and Claim Form – to be returned within one month
- 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.



Funding helpline

If you require further information or help please call us on our funding helpline 08458 508 508.

Alternatively email us at funding@sportengland.org

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**SPORT
ENGLAND**

Get Equipped