

Application for Funding

Community Sport Activation Fund

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 need help please phone our funding helpline on: 08458 508 508.

For information about the Community Sport Activation Fund, please visit the website at:
<http://www.sportengland.org/funding/our-different-funds/community-sport-activation-fund/>

Sport England provides advice to help you decide whether we are the best source of funding for your project. Please take the time to read about our funding programmes before completing an application. Our guidelines about all Sport England programmes can be found at:
<http://www.sportengland.org/funding/>

[Back to My Application Form](#)[Log Out](#)

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 **08458 508 508** or email 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.

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 08458 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.

Please ensure all boxes are ticked and options are selected from drop down lists prior to pressing 'Continue' button at the bottom of the page in order to progress to the next stage

About Your Organisation

 Which of the following categories best describes your organisation? * 

If other, please specify below: *

If 'Other' selected

 Are you a registered charity? * Yes No

Please enter your Charity Registration Number: *

If 'Yes' selected

 Are you a company? * Yes No

 If you are a company, are you : *

Please enter your Company Registration Number: *

If 'Yes' selected

 Is your organisation VAT registered? *  Yes No

Please enter your VAT Registration Number. *

If 'Yes' selected

 Do you have public liability insurance? *  Yes No

 Please enter your Policy Number *

If 'Yes' selected

 Please provide the following details from your most recent annual accounts 

Account year ending: *

Total (gross) income: £ *

Total expenditure: £ *

Balance at year end: £ *

Savings (reserves, cash, investments): £ *

 If your savings are more than your annual expenditure what are they for? 

Guidance

A downloadable PDF of the application form can be found in the 'Documents' section of the CSAF pages on our website; please [click here](#).

Eligibility

Sport England cannot fund individuals, sole traders or legally constituted partnerships established to make a profit and who distribute that profit to members.

We can support most non-profit making organisations that have a written constitution, memorandum and articles of association, trust deed or other formal document setting out the organisation's aims and how they operate. We support those organisations established by statute or statutory powers. If you are a county sports partnership or a national governing body of sport you are eligible to apply but we do not anticipate applications from either of these organisations (please see the FAQs for further details).

We expect the name on your governing document to be the same as on your application form, your bank account and your financial accounts. This does not mean that all names must be absolutely identical, but you must be able to understand and explain any differences. We expect you to have a governing committee of three or more non-related / non-cohabiting members and have suitable governing controls to manage a Sport England grant. Your constitution should have a charitable, philanthropic or benevolent dissolution clause. There are some complex eligibility areas depending on the funding programme to which you are applying. Please [click here](#) to access the Funding Guidelines.

If you are applying on behalf of two or more organisations working in partnership please use this page to describe the lead or host organisation who will be formally responsible for the application and accountable for any subsequent grant award.

Please note:

Copies of your constitution, or memorandum and articles of association will be requested to ensure your organisation has the powers and rights to carry out your project idea.

Organisation types

If your accounts are showing a deficit or net current liabilities please provide a brief explanation



How many people are involved in running your organisation?

Your Governing body/Committee/Management Board *

Your Volunteers *

Paid Staff *


To be eligible to apply to the Community Sport Activation Fund you must be eligible to apply for Lottery funding. For the Community Sport Activation Fund we anticipate that local authorities, local leisure trusts and larger local charities will be lead applicants on behalf of wider partnership in an area.

[Advice and Guidance](#)

Organisation-Guidance



Project Contact Details

Who should we contact about this project idea? 

Tick here if the contact address is the same as the organisation address you registered with

Title *

First name *

Surname *

Position in organisation *

Email address *

Please give the address details for the named contact above.

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

[Get Address](#)

Address line 1 *

Address line 2


Address line 3

Town/City *

County

Postcode *

Daytime Telephone number (landline)* 

Evening Telephone number (landline) 

Mobile phone number

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):

Tick here if the contact address is the same as the organisation address you registered with.

Title *

First name *

Surname *

Position in organisation *

Email address *

Please give the address details for the named contact above.

[Get Address](#)

Address line 1 *


Address line 2


Address line 3

Town/City *

County

Postcode *

Daytime Telephone number (landline) * 

Evening Telephone number (landline) 

Mobile phone number

Guidance

A downloadable PDF of the application form can be found in the 'Documents' section of the CSAF pages on our website; please [click here](#).

We have already received your organisation details, we now need to confirm your contact details.

If the address for the named contact is the same as the organisation address, tick the box and the page will update.

Get Address:

To enter an address, please select the Get Address button. A search will be performed on all Royal Mail addresses to locate the address.

If you do not know the postcode, click on the link where prompted and enter the building number or name, street and town. If there is no address that matches your entry please manually type the address details.

[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 08458 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:

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

Where will your project happen? *

Address Line 1 *

Address Line 2

Address Line 3

Town *

County

Postcode *

Address Line 1	Address Line 2	Address Line 3	Town	County	Postcode
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There are currently no venues in the table.

Guidance

A downloadable PDF of the application form can be found in the 'Documents' section of the CSAF pages on our website; please [click here](#).

Selecting Sports: you can add as many sports as are covered by your project.

Some of the sports listed are highlighted with the degree sign *. 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 affiliations.
- 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 08458 508 508.

Get Address:

To enter an address, please select the Get Address button. A search will be performed on all Royal Mail addresses to locate the address.

If you do not know the postcode, click on the link where prompted and enter the building number or name, street and town. If there is no address that matches your entry please manually type the address details.

Project Location

Please use the 'Get Address' to find the address(es) of the main site(s) or venue(s) where your project is taking place. Please locate each site and enter into the table by clicking the 'Add Site / Venue' button.

We recognise that some projects may have many locations for the activity. If you are using over 20 sites or venues please enter the 5 principal sites where the activity is taking place. Where it is not possible to enter a project location due to the nature of the activity please enter your Organisation postcode.

Advice and Guidance

[ProjectDetails@guidance](#)



Tell Us More About Your Project

The following questions have been designed to capture the key information about your project. The answers will form an essential part of the assessment process.

Needs and evidence base for the project *

In up to 750 words, please explain why the project is needed and what local evidence is there to prove this need?

0 words

Quality and strength of the delivery plan *

In addition to your Delivery Plan, in up to 750 words please provide any further information to explain how you will deliver your project and address the need you have identified. What impact will you have and how will you measure what you have described?

0 words

Project Partnership *

Please explain in up to 750 words how your project has been developed by a strong partnership approach where each partner has a clear role and is committed to the success of the project?

0 words

Sustainability *

In up to 750 words, please explain how the project will continue beyond the term of our funding and help sustain a sporting habit for life?

0 words

Guidance

A downloadable PDF of the application form can be found in the 'Documents' section of the CSAF pages on our website; please [click here](#).

Needs and evidence base for the project

In your application please tell us:

A) The local geographical area and community that your project will focus on and the reasons for this choice;

B) The insight you have about current participants and/or potential participants and how you have used this to inform what you want to do;

C) A summary of the findings of any consultation or discussions you have had with current and/or potential participants;

D) The sporting need your project will address and why it is a need in the geographical area and community you have selected;

E) The level of strategic need for your project as evidenced through relevant plans or strategies e.g. from your local authority, County Sports Partnership (CSP) or the relevant National Governing Bodies of Sport (NGBs);

F) Summary of the findings of any consultation or discussions you have had with local organisations or with strategic partners (where applicable) such as NGBs, CSPs or your local authority and evidence they are sufficiently engaged with the project.

G) For projects applying under the deprivation exemption for partnership funding – demonstrate that 80% of the targeted participants are in eligible wards as detailed in the IMD list provided

This section will contribute 25% towards your total assessment rating.

A strong project will demonstrate an excellent understanding of its area and its needs and opportunities for participation. It will be driven by consultation and insight from its potential participants and stakeholders and show a strong strategic context with relevant key partners.

Quality and strength of the delivery plan

Your application must include

- A detailed Project Delivery Plan for the first year of your project and;
- An outline Project Delivery Plan for subsequent years.

We have provided a template for your **Project Delivery Plan** but you can also use your own format. You should upload this with your **Budget and Financial Plan**. You can then use the application form text box to explain the reasoning behind the detail of your delivery plan. If you are creating a substantive position of employment as part of your project, you will also need to upload a Job Description and Person Specification for the role you are creating.

In your application please tell us:

A) What sporting activities you will deliver and in what location;

B) When you will deliver them;

C) Who will be responsible for delivering each activity and how;

D) An explanation of how the delivery plan will support and address the need you have identified;

E) How you will reach and communicate with your future participants;

F) A breakdown of your project costs for each element of delivery over the length of your project (including a Budget Breakdown and Financial Information Sheet);

G) The scale of impact you expect to achieve in the number of participants and overall number of visits (throughput) to the project. Also how you will measure this (including how you will collect user feedback to improve delivery);

H) Identification of any risks to achieving impact and how you will manage them;

I) How your project represents value for money.

This section will contribute 30% towards your total assessment rating.

A strong project will be able to demonstrate a detailed and costed delivery plan which will clearly show how the project will address identified need. It will give robust confidence in the ability of the partnership to achieve realistic but ambitious numbers for increasing participation, whilst successfully managing any associated risks.

Project partnership

In your application please tell us:

A) How will the project be led and managed;

B) Who are the partners involved in this project and what is their role;

C) How long have you worked together (if applicable) and what is your track record of performance;

D) Whether you have successfully delivered similar projects with other partners, what you learnt and how you are applying it to this project;

E) What partnership funding is being provided (or the steps taken to try and secure partner funding for those projects eligible for the exception).

This section will contribute 30% towards your total assessment rating.

A strong project will be able to demonstrate that key local partners with a track record of delivery are working together, taking responsibility for delivery of the project and directly investing in it.

Sustainability

In your application please tell us:

A) The methods you will use to ensure participants will continue to take part in sport beyond the life of the project;

B) How you intend to keep some or all of the activities going beyond the life of our funding;

C) Any wider social, economic or cultural outcomes that your project will deliver against and how you will measure these to evidence impact to attract future funding;

D) How your project fits into longer term visions, plans or strategies for your geographical area and community.

This section will contribute 15% towards your total assessment rating.

A strong project will be able to demonstrate a robust plan for sustaining participation beyond the life of the project including strong financial planning to enable continued delivery of activities in line with the long term strategic vision for the area as well as any wider added benefits.

People Taking Part

Applications must show how the proposed investment will contribute to the following Sport England Strategy outcomes:

- A growth in participation in the 14-25 age range;
- A growth in participation across the adult population;
- A growth in participation by people who have disabilities, including those with talent;
- An excellent sporting experience for existing participants to keep them playing sport;
- High quality talent development which creates strong England talent pathway to link with UK Sport elite programmes.

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

Participants Measure

This section will tell us who will take part in your project.

How many people will take part in sport at your project?*

The figures you enter below should be the cumulative number of individual people expected to take part in your project, keeping a 'running count' from the start of delivery of the sports activities enabled by Sport England funding.

Each participant should only be counted once however many times they might take part

You should enter figures for the number of years for which you are applying for funding by clicking and completing the relevant yearly tab (i.e. for a three year project you will need to complete the 'Year 1 Targets', 'Year 2 Targets' and 'Year 3 Targets').

Enter the cumulative totals you expect to have reached by the end of each year (i.e. the number of new participants for that year plus the total number of participants from the previous year). For example, if you hope 10 people will take part in year 1 and in year 2 five additional brand new people will take part, as well as the original 10 from year 1, the figure you enter for year 2 should be 15. This will show an increment of 5 in year 2.

	Year 1 Targets	Year 2 Targets	Year 3 Targets	Year 4 Targets	Year 5 Targets
	Aged 0-13	Aged 14-25	Aged 26+	Total	Increase
Male	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Female	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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:

	Number	% of Total
Disability / Limiting long term illness	<input type="text" value="0"/>	<input type="text" value="0"/>
No disability / No Limiting long term illness	<input type="text" value="0"/>	<input type="text" value="0"/>
Black / Other Minority Ethnic background	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>

Guidance

Please click here for step by step guidance on how to complete this page of the application form, should you require it.

A downloadable PDF of the application form can be found in the 'Documents' section of the CSAF pages on our website; please click here.

Project Start and End Dates

Please ensure your project start date is no sooner than 12 weeks from the date of submitting your application. Community Sport Activation Fund projects should be delivered within a three year period although we will consider timescales of up to five years

Has Your Project Already Started?

We ask this question because Sport England cannot fund any activity or work on your project before an award is made.

[Advice and Guidance](#)

ProjectOutcomes-Guidance-v9

Accompanying notes

The box below is for any notes you may wish to add to explain your figures

Throughput Measure

This section will tell us the number of times that individuals will participate in sport at your project. This is known as throughput, or 'attendances'.

Targets: How many times will people take part in sport at your project?

The figures you enter below should be the number of instances people come along and take part in sport at your project, keeping a 'running count' from the start of delivery of the sports activities enabled by Sport England funding.

Every attendance counts as one (i.e. two participants attending 10 times each will give a throughput figure of 20).

You should enter targets for the number of years for which you are applying for funding.

Enter the cumulative totals you expect to have reached by the end of each year (i.e. the number of attendances for that year plus the total from the previous year).

Total Target at end of Year 1	Total	<input type="text" value="0"/>	*
Total Target at end of Year 2		<input type="text" value="0"/>	
Total Target at end of Year 3		<input type="text" value="0"/>	
Total Target at end of Year 4		<input type="text" value="0"/>	
Total Target at end of Year 5		<input type="text" value="0"/>	

Accompanying notes

The box below is for any notes you may wish to add to explain your figures

How will you collect the measurement information, 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.

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

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

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

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.*

If "Yes" selected

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

Please tell us the reasons for restricting access / membership *

If "Yes" selected

Your Community Sport Activation Fund 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. Coach Fees / Ex	Hire of Sports Hall	3hrs per week x 48 weeks per year x 3 years x £25 per hour	10800	8000
Please select...			0	0

[Click Here to Add](#)

There is currently no breakdown of costs in the table.

An additional Budget and Financial Plan  will need to be completed and submitted which explains in more detail the yearly breakdown of your costs.

Partnership or Other Funding

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

- Yes
 No

Organisation Name	Organisation Type	Amount (£)	Confirmed?
	Please choose:	0	Please choose:

[Click Here to Add](#)

If 'Yes' selected

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

Guidance

A downloadable PDF of the application form can be found in the 'Documents' section of the CSAF pages on our website; please [click here](#).

You do not need to enter £ signs or pence. Please round to the nearest whole number.

The project budget you enter here must balance, demonstrated by the equation below:

$a + b + c = d$:

(a) Amount of funding requested from Sport England

+

(b) Partnership Funding - Cash

+

(c) Partnership funding - Non-cash or In-Kind Contributions

=

(d) Total Project Cost

Sport England Funding

Community Sport Activation Fund: You can apply for awards starting from a minimum of £50,000. The usual maximum is £250,000.

In exceptional circumstances Sport England may award more than £250,000 for an application. **You must receive written permission from Sport England to apply for amounts in excess of £250,000.**

Please contact our Funding helpline on 08458 508 508 for further information.



[Advice and Guidance](#)

[ProjectBudget-Guidance](#)

Non-cash or In-kind Funding

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

- Yes
 No

Organisation Name	Organisation Type	Amount (£)	Description of contribution and how the value was calculated	Confirmed?
<input type="text"/>	Please choose 	<input type="text" value="0"/>	<input type="text"/>	Please choose 

[Click Here to Add](#)
If 'Yes' selected

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

Total Project Cost	Amount (£)
Amount requested from Sport England	(£) 0
Amount of Other Funding	(£) 0
Total Project Cost	(£) 0

How has VAT been addressed within your project costs? * 



Organisation	Contact	Project	Description	Visits	Budget	Summary
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Application Review

These are the 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.

We also need to see your **Project Delivery Plan** and a **Budget and Financial Plan**. We have provided templates for these which we encourage you to use. These can be downloaded [here](#).

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 30F.

Documents We Need To See

• Governance and Ownership - How You Run Your Organisation

	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. Child Protection Policy (if your project involves children under the age of 16) and a Vulnerable Adults protection policy (if your project involves vulnerable adults)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

• For This Project

	Attached File	Send by Post	N/A
5. Written details of your partnership arrangements	<input type="radio"/>	<input type="radio"/>	
6. Evidence of confirmed partnership funding	<input type="radio"/>	<input type="radio"/>	
7. Project Delivery Plan	<input type="radio"/>	<input type="radio"/>	
8. Budget and Financial Plan	<input type="radio"/>	<input type="radio"/>	
9. Job Description and Person Specification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.)

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](#)

You will only be able to submit your application when the funding programme opens. Please visit www.sportengland.org/funding.aspx to read our programme information and guidelines about the dates for funding rounds.

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

Application Summary

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

Please tick the box and press 'Submit Application' button in order to submit your application successfully