



**SPORT
ENGLAND**



Small Grants Guide

“Creating a sporting habit for life”

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

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

The information in this section of the website will provide everything you need to know about Small Grants.

If you are considering an application 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 on this website and the guidance documents on the right-hand side will help you understand firstly if Small Grants is right for you and secondly how to write the best application for your project.

Complete the application form

Send in your application at least 3 months before your project is due to start.

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 in and make a start. The form is entirely online but you can save it and return at a later point if you like. There is a 'dummy version' of the form in the useful documents list if you want to see the questions and do some planning.

We check your application and supporting documents

Once you've pressed submit on your application we will check it is complete and that you have sent all the supporting documents we need. If anything is missing or we need some further information we will contact you within 5 working days and give you up to 10 working days to get the information to us.

We assess your application

Once everything is in place we will assess your application.

These two steps combined will take up to 10 weeks. During this period we may need to contact you about your application and we would typically do this by email.

We tell you our decision

After the assessment is complete we will tell you our decision in writing. 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 to accept the terms and for us to arrange payment. You have 1 month to return these forms. If you are unsuccessful we will write to you to 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?

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.

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 - Our strategic outcomes

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 Youth and Community Strategy. We want all applications to tell us how they help deliver these strategic outcomes:

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

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 Youth and Community Strategy
- 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 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?

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.
- The general running costs of an organisation (e.g day to day expenses such as rent, gas, electricity, and insurance costs)
- Repeat or regular events (except the extra cost of involving new participants).
- Existing activity. This includes repeat funding of projects previously supported by Sport England. We would support a project that follows a small-scale pilot or taster sessions. We define a 'pilot' as a

small-scale project that evaluates the time, cost, feasibility and effects of running a particular project.

- Replacement of equipment. We may fund extra equipment if it produces new sporting benefit and if you can demonstrate clearly why it is needed.
- 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 also cannot fund any previously state-funded activity or replace state funding where it is due to end. Please see 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 irrigation systems).
- 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 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.

Funding for equipment

Small Grants can fund equipment that will help you get people playing sport. If buying equipment is part of your project there are some important things to consider.

Buying equipment shouldn't be the focus of your project. We view equipment as a means to achieving our target of getting more adults and young people over the age of 14 to take part in sport. Any application for equipment should explain why it is needed and how it will achieve this.

Definitions

Below are our definitions and some examples of categories relevant to purchase of equipment through Small Grants:

- **Replacement** – to replace a piece of equipment that is at the end of its usable life or to replace equipment that has been owned in the past 5 years. An example of this is to replace an old, damaged scoreboard, even if it has been disposed of within the last 5 years, with a new one that serves the same purpose.

Is this fundable? No - Small Grants will not support the cost of replacing equipment.

- **Upgrade** – To replace a piece of equipment with something of a higher grade. For example replacing a manual scoreboard with a larger, electronic one.

Is this fundable? Small Grants can only support these costs where the upgrade has a measurable impact on participation numbers or you can demonstrate this is a defined league requirement.

- **Additional** – Extra equipment that will be used to provide new sporting opportunities. For example a second scoreboard to allow two matches to take place at the same time.

Is this fundable? Yes – Small Grants can support the cost of additional equipment.

- **Fixed equipment** – Any equipment that would incur cost and resource to install and remove. A good example is a standalone scoreboard with its own foundations and mains electrics supply. This definition would not include a scoreboard that is bolted to the floor as this would not incur cost to install and remove.

Is this fundable? No – Small Grants will not support the cost of fixed equipment.

Demonstrating best value

For any equipment purchase 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 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.

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 cannot begin assessing your application until we have these.

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.

4. Register your organisation

Click on the My Applications box, located at the top right hand side of the 'preparing your application' page of the website, then complete your on-line application form.

5. What we assess

Eligibility

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

- Your organisation's is eligibility to apply
- If the aim of your project fits with our aim of creating a sporting habit for life in young people and 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 Small Grants pre-application checklist is a good tool to use and you can always call our funding helpline on 08458 508 508.

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.

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. Small Grants 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.

Small Grants 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

Once you've pressed submit on your application we will check it is complete and that you have sent all the supporting documents we need. If anything is missing or we need some further information we will contact you within 5 working days and give you up to 10 working days to get the information to us.

We assess your application

Once everything is in place we will assess your application.

These two steps combined will take up to 10 weeks. During this period we may need to contact you about your application and we would typically do this by email.

Chance of success

Small Grants has limited funds, and we sometimes have to turn down eligible projects simply because we don't have enough money to support everything.

We have analysed the success rates of over 500 recent applications and found that:

About 23% of applications are unsuccessful because either the organisation or the activity are 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% 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 the above points as this can improve your chances of success.

This means that around 66% 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 four 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



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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3 Oakwood Drive
Loughborough
Leicestershire
LE11 3QF

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funding@sportengland.org



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