

# 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 prior to pressing continue at the bottom of the page to progress to the next stage



# About Your Organisation

Which of the following categories best describes your organisation? \*

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: *	<input type="text"/>	
Total (gross) income: £ *	<input type="text" value="0"/>	
Total expenditure: £ *	<input type="text" value="0"/>	
Balance at year end: £ *	<input type="text" value="0"/>	
Savings (reserves, cash, investments): £ *	<input type="text" value="0"/>	

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

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 *	<input type="text" value="0"/>
Your Volunteers *	<input type="text" value="0"/>
Paid Staff *	<input type="text" value="0"/>

As you fill out each section the tabs will change colour depending on their completed state:

Gold = Current Page

Green = Completed Page

Red = Missing Information

Grey = Not Yet Started

## Guidance

This section asks for information about your organisation which we need to determine whether it is able to receive Lottery funding. We also need to consider the financial health of your organisation and how it is run and managed. To support your application you will be required to provide the following information:

- A copy of the Governing Document, e.g. constitution, memorandum and articles of association, trust deed or other formal document
- A copy of most recent audited or accountant verified accounts. If your organisation has been operating for less than one year, please provide an income and expenditure forecast
- Copies of last 3 bank statements
- Evidence of security of tenure, e.g. lease or freehold title documents
- Child protection policy (for all projects involving children)

### Are you eligible to receive funding?

Sport England can support most non-profit making organisations, such as clubs or associations 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 also support those organisations established by statute or statutory powers, for example local authorities and schools.

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

We expect the name on your governing document to be the same as on your application form, bank account, financial accounts and your lease or land ownership documents. This does not mean that all names must be absolutely identical, but you must be able to understand and explain any differences. You will need 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 suitable dissolution clause (with a charitable or benevolent aim) to show what will happen to your organisation in the event that it closes or ceases to exist.

### Please note:

If you are applying on behalf of several organisations working in partnership please use this page to describe the lead or host organisation.

### Advice and 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 *	<input type="text"/>
First name *	<input type="text"/>
Surname *	<input type="text"/>
Position in organisation *	<input type="text"/>
Email address *	<input type="text"/>

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 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/City *	<input type="text"/>
County	<input type="text"/>
Postcode *	<input type="text"/>
Daytime Telephone number (landline) *	<input type="text"/>
Evening Telephone number (landline)	<input type="text"/>
Mobile phone number	<input type="text"/>

### 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 *	<input type="text"/>
First name *	<input type="text"/>
Surname *	<input type="text"/>
Position in organisation *	<input type="text"/>
Email address *	<input type="text"/>

Please give the address details for the named contact above.

[Get Address](#)

Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/City *	<input type="text"/>
County	<input type="text"/>
Postcode *	<input type="text"/>
Daytime Telephone number (landline) *	<input type="text"/>
Evening Telephone number (landline)	<input type="text"/>
Mobile phone number	<input type="text"/>

## Guidance

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.

1. Select a sport from the list:

2. Will your project have a particular focus on participants with disabilities?  Yes  No

(If your sport is not listed above please call 08458 508 508 for advice)

3. Now press "Add Sport" to save this information into the table below.

Repeat steps 1-3 to add more sports into the table below.

Selected Sports:

Sport	Disability Sport
-------	------------------

**There are currently no sports in the table.**

Please provide the address of the main site(s) or venue(s) where your proposed project will take place, then click Add Site/Venue \*

Get Address

Address Line 1 \*

Address Line 2

Address Line 3

Town \*

County

Postcode \*

Add Site/Venue

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

This section asks for details about your project and where will take place.

### Selecting Sports

You can add as many sports related to your project.

All other sports for the purposes of this programme are deemed ineligible. Please note that **tennis is an ineligible sport** as the vast majority of its competitive sport is played on surfaces other than natural turf.

Please note that if your project will involve **Polo as a sporting activity**, one of the following must apply for your project to be considered eligible for funding:

- The organisation delivering polo as the sport activity must be affiliated to the recognised national governing body (NGB). In the majority of cases this will be your organisation.
- Any individuals delivering this sport activity on behalf of your organisation must be appropriately qualified with the recognised national governing body.

### 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.

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.

### Criteria 1 – STRATEGIC AND LOCAL NEED\*

Please state how the project addresses a deficiency in quantity, quality and/or accessibility of playing pitch provision in the local area.

Our investment under PPF is typically used to support two things:

- New playing field land – here we are looking for evidence of the need for more pitches and secondly, evidence that the pitch(es) are needed in this location.
- Improving an existing playing field – here we are seeking evidence that the pitch is still needed and secondly, evidence to support why it needs improving.

The nature of the information you will need to provide in support of your application will differ depending on whether you are a local authority, education establishment or voluntary sector organisation (including community sports clubs and town and parish councils).

- Applications from **Local Authorities** must show how the project meets an identified need in a robust, up to date and published Playing Pitch Strategy (PPS) or adopted Local Development Plan (LDP) for their area. Applications supported by a PPS identifying the project as one of the top priorities in the action plan will be a higher priority than an application supported by a PPS which does not.
- Applications from **Educational Establishments** should provide evidence to show how the project meets an identified community need in the local area. This could include references in the local authority's PPS or adopted LDP to deficiencies in the quantity, quality and/or accessibility of playing pitches in the local area and/or direct reference to the need for the particular project. If there is no up to date, published strategic document such as a PPS, then applicants should undertake and evidence a local assessment of need. More information on this can be found in **FAQ 17**.
- **Community and Voluntary Sector** organisations should also look to see if their local authority has an up to date and published PPS or adopted LDP. Where this is the case applications should show how the strategy identifies deficiencies in the quantity, quality and/or accessibility of playing pitches in the local area and/or makes direct reference to the need for the project. Where there is no strategy or the strategy does not provide sufficient detail for a particular site, applicants will have a greater chance of success if they demonstrate how the project meets an identified local need through consultation with clubs and players that currently use, formerly used or would use the site if improvements were made. A strong application is also likely to provide details on the quality of the pitch(es) and their current use, data on the number of occasions training and fixtures were cancelled, along with letters of support from the relevant league(s), referees, coaches, NGBs and local authority. Photographs that support the need for improvements can also be provided to strengthen the case for investment. See **FAQ 17** for further information.

*If applicable, please provide details here of the nature of any risk if the playing field is under threat of being lost as a sports field.*

(500 words maximum not including supporting evidence)

0 words

### Criteria 2 – COMMUNITY LED AND PARTNERSHIPS CREATED\*

Please provide details of how the application has been developed to date. Has the community been consulted and how will its involvement continue if the application is successful?

- Community consultation, involvement and support for the project.
- Established partnership working between the organisations involved which will last beyond the lifetime of this application.
- Defining groups of people such as neighbours (near to the site), potential users and the wider community who may provide volunteers, future spectators and fundraisers.

*If applicable, please provide details of any plans to transfer the ownership of the site (asset transfer) from a Local Authority to the community and voluntary sector.*

(500 words maximum not including supporting evidence)

0 words

## Guidance

### Assessment Criteria

The four questions in red relate to the assessment criteria for the Protecting Playing Fields programme. This is your opportunity to tell us how your project will achieve the aims that Sport England is seeking through the programme. Your responses should capture the key information about your project and will form an essential part of the assessment process.

You will need to provide evidence to support your responses to these criteria to have a chance of being successful. This evidence can come in the form of support for your project in strategic documents, letters of support for your project from stakeholders and users, results of surveys and questionnaires, etc.

See the programme guide and FAQs for further details of addressing these criteria.

### Advice and Guidance

[ProjectHead-Guidance](#)

## Measuring Visits to Your Project

### 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

### 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?**

**Enter the number of visits/attendances to take part in sport expected at your project each year.\***

Once the work has been carried out on your pitch, please estimate how many visits there will be in each of the next 12 month periods.

	Annual Total Visits	
Total Target at end of Year 1	<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

If 'Yes' Selected

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.\*

### Sports Opportunity

If 'Yes' Selected

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 \*

## Guidance

### Definition of Throughput

Throughput is sometimes called 'attendances' or 'visits'. In explaining this we will use the term visits. It is the total number of times that individuals participate in sport at the project each year. The throughput (or 'visits') figure will be bigger than the number of people (or 'visitors') because some people will take part at the project more than once.

Please do NOT include people who visit the project to:

- spectate or
- coach or
- officiate or
- visits by under 16's during school hours.

### Target Figures

Please put in a figure for each of the five years after the work at your project will be completed. Each year needs to be a full twelve month period so if, for example, the work is finished and your pitch is playable again in September, each year will run from September to the following August.

### Estimating your Throughput

Here is an example to help you estimate your target figures for throughput after the work has been completed.

If your playing field has two pitches used by football teams in the winter and one cricket team in the summer, you might calculate your target throughput as follows:

#### Winter season

Pitch 1 – Average of 15 home players and 15 away players playing 20 fixtures on this pitch per season is equivalent to total throughput of  $(15+15) \times 20 = 600$ .

Pitch 2 – Average of 15 home players and 15 away players playing 16 fixtures on this pitch per season is equivalent to total throughput of  $(15+15) \times 16 = 480$ .

#### Summer season

Pitch 1 – Average of 11 home players and 11 away players playing 10 fixtures on this pitch per season is equivalent to total throughput of  $(11+11) \times 10 = 220$ .

Your total annual throughput in this example would be 1,300 (600 + 480 + 220)

You need to do this sort of calculation for each of the first five years after the work at your project is complete. We understand that some projects will build up their numbers over time, particularly if one or more of the pitches has been out of use before your project starts.

### Has Your Project Already Started?

Sport England cannot fund any activity or work on your project before an award has been made.

[Advice and Guidance](#)

## Ownership of Your Facility

What security of tenure do you currently hold over the project site? \*

- Freehold  Leasehold  None

If you do not currently have adequate security of tenure for the amount of funding requested, will you do so by the time your project needs to start? \*

- Yes  
 No

Sport England will require a legal charge in place **before work starts on site** irrespective of the value of any award. Do you agree to this? \*

- Yes  
 No

Are you interested in your playing field becoming registered and protected in perpetuity? (Please see the Guidance text for information) \*

- Yes  
 No

Is your playing field currently under threat of being lost as a sports field? \* If 'Yes' selected

- Yes  
 No

In a maximum of 100 words, please tell us why your playing field is at risk of being lost. \*

Is the ownership and / or lease arrangements of your playing field likely to change in the near future as part of an asset transfer from public to community sector ownership? \* If 'Yes' selected

- Yes  
 No

In a maximum of 100 words, please tell us about the likelihood of an asset transfer of your playing field site. If you are in the process of transferring your site to community ownership please tell us about the state of the negotiations. \*

Are you planning to use Sport England's procured specialist turf consultant or procure and appoint your own specialist turf consultant? \*

- Sport England  
 Own (please state name of specialist turf consultant):

If 'Yes' selected

## Guidance

The questions in this section are about the legal ownership of the playing field and whether you are able to provide the level of protection for the site that we are seeking under this programme.

Under the Protecting Playing Fields programme your organisation must have, or intend to have Security of Tenure for the project site. This should be in the form of:

### Leasehold interest

- At least 25 years or longer remaining from the date of award
- No break clauses or option to determine that would reduce the lease to less than 25 years
- You will need to provide an executed (final) version of the lease as part of your application, or a draft version if you are at this stage.
- This should be an Office Copy Entry from the Land Registry.
- If the applicant body is different from that shown on either the title entries or the lease, you must obtain evidence that the lease has been transferred to the applicant body.

### Freehold

Evidenced by:

- If the land is registered – "Office Copy Entries" from the Land Registry, showing the freehold title registered in the name of the applicant entity; or
- If the land is unregistered – A conveyance of the land.

**NB: An 'occupancy licence' and a 'tenancy at will' are never acceptable forms of security or tenure.**

### Protection of funded Playing Fields through a Legal Charge or Restriction on Title

In order to provide the level of long term legal protection to playing fields that we want to achieve through this programme, Sport England will insist on taking out a form of security for a minimum of 25 years on all playing fields which are funded prior to work starting on site. This security will be a Legal Charge or a Restriction on Title (Deed of Dedication).

- Legal charge: This requires registration at Land Registry and if you are a company, also at Companies House. With a Legal Charge, Sport England has the power to enforce the security such as a right to sell the property to claw back our grant if you were in breach of the award terms.
- Restriction on title: – Where a legal charge is not possible Sport England will take a Restriction on title. This will generally only apply to Local Authorities.

Should you be successful in obtaining an award you will be required to progress this work through a solicitor. Sport England can contribute up to £1,000 towards this cost if it is included in your project budget (see Budget page of the application form for full details on this).

### Fields in Trust

Sport England has an on-going partnership with national charity Fields in Trust (FIT) to support the long term protection of playing fields.

Successful applicants to the PPF programme who want to protect their playing field in perpetuity via a Deed of Dedication will have their project details passed to FIT to undertake the registration.

Full details can be found here.

### Asset Transfer

Asset transfer is "passing ownership or management of a building or piece of land from a public sector body to a third sector". Sport England is particularly keen to improve and protect playing fields in community ownership. As such we look to prioritise those projects where ownership can be transferred to the community from public ownership.

### Sport England Turf Specialist

We need to know if you wish to use Sport England's turf specialist or your own to manage the contractual arrangements for the pitch works.

Further information about using a turf specialist is provided in the Programme FAQs

Advice and Guidance

# Your Playing Fields Project Budget

What is the total capital cost of your project ? \*

Cost	Amount (£)
Capital Costs (£)	<input type="text" value="0"/>
<b>Total Project Cost (£) :</b>	<b>0</b>

## Project Cost Breakdown

Please provide a more detailed breakdown of the total cost of your project. \*

Item	Total Amount (£)	Amount requested from Sport England (£)
<input type="text" value="Please select..."/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Click Here to Add](#)

There is currently no breakdown of costs in the table.

Other Costs	Total Amount (£)	Amount requested from Sport England (£)
Initial Maintenance	<input type="text" value="0"/>	<input type="text" value="0"/>
Turf Specialist Fees **	<input type="text" value="8350"/>	<input type="text" value="8350"/>
Legal (Certificate of Title / land acquisition)	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-recoverable VAT	<input type="text" value="0"/>	<input type="text" value="0"/>
Signage Cost ***	<input type="text" value="75"/>	<input type="text" value="75"/>
<b>Total Amount (£)</b>	<b>8425</b>	<b>8425</b>

\*\* Turf Specialist Fees - please note that turf specialist fees cover the services provided by a specialist turf consultant which are listed in the Guidance. Most projects will require £8,350 (plus VAT) to cover this cost and for the purposes of your application we have included the maximum amount of £8,350. We understand that some projects will not require the full £8,350 and in these cases we will adjust the fee level prior to a funding decision being made.

## Guidance

This section asks for details about the cost of your project and your partnership funding contributions. It also provides advice to help you estimate the cost of the work on your project. We appreciate that preparing your cost page can be complex, so please call us on the number above if you need some help.

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

$$a + b + c = d$$

(a) Amount of grant requested from Sport England

+

(b) Partnership Funding

+

(c) Non-cash Contributions (in kind)

= (d) Total Project Cost

### Estimating your Project Costs

The Project Cost Breakdown section has been split into 2 parts: the first part is for the cost of actual works to your pitch or land purchase. The second part is for Other Costs - Initial maintenance (year 1), turf specialist fees, signage and non-recoverable VAT. Please consider all of the costs in this section to avoid underestimating the cost of your project.

- **Turf Specialist Fees** (please note that the fees cover the services provided by a specialist turf consultant which are explained in the Guidance).

If you do not wish to use a Sport England turf specialist to manage the pitch works you must have a suitably qualified and experienced alternative. You should tell us this on the 'Ownership' section of the application form.

- **Sport England Permanent Signage** (If you are successful and receive an award it is a requirement that you display a sign acknowledging your award at the facility. We have procured a supplier who will provide one sign for you to install (outdoors). An allowance of £75 is made towards this cost which is why we have added this to the overall cost of your project. The signage and cost is not negotiable.
- **Legal Fees** (for Certificate of Title and Land Registration – Sport England can contribute £1,000 to these costs if you wish. The legal fees associated with this work are likely to cost more than £1,000 and you will be expected to pay the difference or all of the cost if you don't include the £1,000 in your budget. The level of legal fees may vary from practice to practice so you are recommended to get quotes from a number of solicitors to compare prices.



\*\*\* Signage Cost - if you are successful and receive an award it is a requirement that you display a sign acknowledging your Protecting Playing Fields award at the facility. We have procured a supplier who will provide one sign for you to install (outdoors). An allowance of £75 is made towards this cost which is why we have added this to the overall cost of your project. This is non-negotiable.

### Partnership or Other Funding

If 'Yes' Selected

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

- Yes  
 No

Organisation Name	Organisation Type	Amount (£)	Confirmed?
<input type="text"/>	Please choose: <input type="button" value="v"/>	0 <input type="text"/>	Please choose: <input type="button" value="v"/>

[Click Here to Add](#)

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

### Non-cash or In-kind Funding

If 'Yes' Selected

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 choo: <input type="button" value="v"/>	0 <input type="text"/>	<input type="text"/>	Please choos: <input type="button" value="v"/>

[Click Here to Add](#)

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

How has VAT been addressed within your project costs ?\*

If you have a recent technical report for the works you are proposing (carried out within last 3 years) which estimates the cost of the works please use these costs in your application under the 'Other Pitch Improvement' item. Please also upload a copy of the report to your application.

If you do not have a recent technical report for the works, please use the cost estimates provided in the **Budget Cost information sheets** for cricket, football, rugby league and rugby union. These give current estimated costs for the main types of pitch drainage and improvement works by sport and pitch size.

**Please note:** These costs are generic and do not include any site variables. If your application is successful, our turf specialists will carry out an on-site technical assessment to confirm the cost of your project.

The Budget Cost sheets include estimates for pitch maintenance. We expect successful applicants to have sufficient savings as shown in the sheets to spend on regular maintenance of your new or improved pitch. However, we will contribute to the additional costs of the first year maintenance period following pitch works. This is because the cost of Initial Maintenance (Row A in the cost sheets) to 'bed in' after the ground work is more expensive than annual maintenance costs (Row B in the cost sheets). We will contribute towards the difference in these costs (A – B) and you should include this against **Initial maintenance** in the **Other Costs** section, e.g. for a Senior Football Pitch you would include £6,300 in your costs (£18,000 - £11,700).

#### Partnership Funding

Most projects need to provide partnership funding. The amount varies according to the type of applicant you are:

- **Local Authorities** (excluding Parish and Town Councils) are required as a minimum to provide matched funding on a £:£ basis.
- **Voluntary and community sector applicants** (including Town and Parish Councils under this programme): we prefer you to have some partnership funding or value in kind for the project, but we recognise that some organisations may not be able to provide any. If this is the case we will not rule out the application.
- **Education establishments** (independent of their local authority) are expected to provide 30% partnership funding towards project costs.

If you have any cash or in kind partnership funding that has already been confirmed we ask that you provide a copy of the confirmation letter to show Sport England that the funding / support is in place.

**Please note:** Confirmed partnership funding means that you have a letter from the funder on their headed paper that is signed by an accountable officer or director. The letter should itemise the value of cash and each type of in kind support and provide an overall total value.

#### Sport England Funding

The PPF programme will provide grants from £10,000 up to a maximum of £65,000 for voluntary and education sector applicants and £100,000 for local authorities.

#### Advice and Guidance

## 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 **Sports Development Plan** and an **Income and Expenditure forecast** for a minimum of 3 years for your project. We have provided templates for the sports development plan and income and expenditure forecast which we encourage you to use. These can be downloaded in the Documents section here:

- [Sports development plan for your project](#)
- [Income and expenditure forecast for a minimum of three years for your project](#)

If you prefer you can use your own Sports Development Plan to outline the impact on sport your project will have. You can also use your own Income & Expenditure Forecast for the project.

Please upload your supporting documents below before clicking the Submit button. Alternatively you can email them to us at [funding@sportengland.org](mailto:funding@sportengland.org) but these must be received by **5pm on the day this round of the funding programme closes**. Please remember to quote your URN on all emails. If you need any assistance please call our funding helpline on **08458 508 508**.

### Documents We Need To See

#### • Governance and Ownership - How You Run Your Organisation

	Attached File	Upload by Email	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. Evidence of security of tenure	<input type="radio"/>	<input type="radio"/>	
5. Child Protection Policy (for all projects involving children)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### • For This Project

	Attached File	Upload by Email
6. Income and Expenditure forecast for minimum of 3 years	<input type="radio"/>	<input type="radio"/>
7. Sports development plan	<input type="radio"/>	<input type="radio"/>

### Upload Project Documentation

You can upload any document from the list above that you have indicated is an 'attached file' or any other document you wish to upload to support your application.

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.)

Browse...

Upload File

**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](#)

Thank you for entering the information required in applying for Sport England funding.

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

Submit Application

## Application Summary

Page Name	Status
Organisation	Completed
Contacts	Completed
Project	Completed
Description	Completed
Visits	Completed
Ownership	Completed
Budget	Completed
Summary	Missing Information